

DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY MEDICAL DEPARTMENT ACTIVITY
Fort Sill, Oklahoma 73503-6300

Medical Services
CUSTOMER SUPPORT SERVICE

MEDDAC Regulation
No. 40-61

8 August 2000

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*This regulation supersedes MEDDAC Regulation 735-11, dated 11 March 1982; MEDDAC Regulation 750-1, dated 14 November 1979; MEDDAC Regulation 750-14, dated 1 April 1996; MEDDAC Memorandum 735-1, dated 28 January 1983 and MEDDAC Memorandum 40-61, dated 1 October 1994.

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CHAPTER 1
LOGISTICS DIVISION INTRODUCTION

1-1. History. This issue publishes a revision of an existing publication.

1-2. Purpose. This regulation prescribes policies and procedures by which all activities and units at Fort Sill and in the supported Great Plains Regional Medical Command can receive medical logistics support.

1-3. General. This regulation provides guidance for how to obtain support and assistance from all areas that fall under Logistics Division and should be accessible at each activity that requires Class VIII support.

1-4. Mission. The mission of the Logistics Division is to provide high quality, responsive materiel supply, equipment maintenance, facility support, property accountability, optical fabrication, technical assistance and other logistical services to all customers including U.S. Army Dental Command (USA DENTAC) and Veterinary Services (VET SVCS) within a specified support area.

a. Advises and informs the hospital commander on all logistic issues and maintains the command in a high state of readiness and is prepared to execute all contingency and mobilization mission on order.

b. Establishes and maintains a formal, documented Command Supply Discipline Program and conducts annual logistics reviews of all supported activities within the U.S. Army Medical Department Activity (USA MEDDAC).

c. Conducts studies, evaluates and analyzes directives, policies, procedures, reports and statistics for the purpose of improving efficiency and economy within the MEDDAC and its subordinate activities.

1-5. The Logistics Division is organized into four major branches.

a. Equipment Management Branch. The EMB is responsible for all nonmedical supply support (except SSSC items), nonexpendable medical and nonmedical equipment and furniture acquisition, nonmedical equipment repair, processing of purchase requests for services, managing the Capital Expense Equipment Program (CEEP) and the Medical Care Support Equipment (MEDCASE). (see chapter 2)

b. Facility Management Branch. The Facility Management Branch (FMB) provides a variety of hospital services to include: work orders, repair and utilities, transportation coordination, and housekeeping services. (see chapter 3)

c. Materiel Management Branch. The Materiel Management Branch (MMB) is the primary source for all Class VIII medical/surgical expendable and durable materiel requirements for all units within the service area and SSSC supply item requirements for the MEDDAC. MMB provides distribution services within the MEDDAC command as

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well as for the DENTAC and vet services. Materiel Distribution Services (MDS) provides par level resupply of consumable medical materiel in patient care areas. (Refer to Chapter 4)

d. Optical Fabrication Lab. Optical Fabrication Lab provides single vision optical fabrication support to the MEDDAC. (Refer to Chapter 5)

CHAPTER 2
EQUIPMENT MANAGEMENT BRANCH

SECTION I. General

2-1. Purpose. To inform all supported activities of the functions, policies, and procedures relative to obtaining equipment and services, to include medical equipment maintenance and repair from EMB.

2-2. EMB Services.

- a. Equipment and non-personal services acquisition.
 - (1) CEEP – Items that cost less than \$100,000.00.
 - (2) MEDCASE – Items that cost more than \$100,000.00
 - (3) Non-personal service contracts or subscriptions.
- b. Property accountability.
 - (1) Accountable property book records and individual hand receipts.
 - (2) Requisition processing.
 - (3) Excess equipment turn-in.
- c. Maintenance and repair of non-medical equipment.
 - (1) ADPE FIXX Center.
 - (2) Non-medical repair service.
- d. Maintenance and repair of medical equipment.
 - (1) In house and contract services.
 - (2) Leased/rental equipment.
 - (3) Medical Instrument Recycling Program (MIREP)
 - (4) Consultative support on medical equipment procurement.

2-3. Customer Assistance. EMB is located in the basement of building 4300. Office hours are from 0730 to 1630 weekdays except for holidays.

SECTION II. Requisitioning Procedures

2-4. General Instructions.

a. Purchase requests and commitments for all equipment and non-personal services are submitted to the EMB for processing.

b. Authorization to request and receive equipment for persons other than the hand receipt holder must be designated in writing and on file in the Property book office.

2-5. Procedures for Ordering Equipment.

a. Requests for medical equipment, non-medical equipment, and automated data processing equipment (ADPE) will be submitted to EMB on a Purchase Request and Commitment, DA Form 3953.

b. Initiating officer's signature for the purchase request will be verified against the Notice of Delegation of Authority, DA Form 1687, and then processed according to the method of funding.

(1) Requests for equipment that will be funded by the requestor will be processed through the property book office and then forwarded to the materiel branch for purchasing.

(2) Requests for equipment that will be funded by the CEEP program will be processed through the CEEP manager and either purchased or forwarded to the materiel branch. Refer to the CEEP/MEDCASE Handbook.

c. Requests for ADPE, i.e. computer hardware, software, peripheral equipment or telecommunication equipment, i.e. pagers, telephones, facsimiles or copy machines, requires prior approval from Information Management Division (IMD).

d. All requisitions will be submitted with a routine priority of "13". If the urgency of need for the equipment requested requires a urgent priority of "06" you may either:

(1) Leave it as a priority of "13" but include a statement on the DA Form 3953, "Additional funds available, Requires Overnight Shipment."

(2) Attach a memorandum to the Purchase Request, DA Form 3953, and send it through the Chief, Logistics Division to EMB. The memorandum must include a statement of justification for the priority upgrade. If approved, the Chief of Logistics will annotate approval on the DA Form 3953.

2-6. Requesting Status on Requisitions.

a. After the EMB has processed the Purchase Request, DA Form 3953, the document register clerk will send the customer a copy of each equipment request submitted for purchase and a cover letter of instructions. This copy will contain the data required by TAMMIS for the customer to check on the status of the equipment request.

b. The supply status obtained in TAMMIS will verify that your request has been received and processed by the Materiel Branch. Equipment status should be checked bi-weekly.

c. This copy you receive of your equipment request should be maintained with your check book files until all items requested are received. If you do not receive a copy of your request from the EMB within one week, please contact our office.

d. If you need status on a MEDCASE or CEEP requisition, contact the MEDCASE/CEEP manager.

SECTION III. Property Management Procedures

2-7. Receipt and Issue of Equipment.

a. EMB receives all equipment from the main warehouse and secure them in the EMB warehouse. All shipments

will be inventoried for completion. Any shipment damage to equipment will be noted and submitted to the warehouse supervisor for immediate action.

b. Equipment requiring property book accountability will be issued after a MMCN sticker has been applied to the equipment and accountability established in AMEDDPAS. A hand receipt transaction register will be generated requiring a signature by the hand receipt holder or designee for issue of equipment.

c. Medical equipment will be processed through medical maintenance and the customer will be notified when equipment is ready for pickup. Medical maintenance personnel prior to issuing will check all medical equipment, accountable and non-accountable.

2-8. Criteria for Accountable (Hand Receipt) Property.

a. Medical equipment with a unit price of less than \$2500 that does not require maintenance or calibration and is not classified as pilferable will not be accounted for on the property book. Any medical equipment with a unit price of \$2500 or more will be put on the activities hand receipt as accountable property.

b. Non-medical equipment with a unit price of \$2500 or more will be put on the activities hand receipt. Any non-medical equipment with a unit price less than \$2500 refer to paragraph c. below.

c. An item considered highly pilferable or sensitive, regardless of the unit price, may be put on individual hand receipt at the discretion of the commander and property book officer.

2-9. Instructions for Primary Hand Receipt Holders.

a. Primary Hand Receipt Holders will perform an important role in the accountability, management, control, and utilization of medical and non-medical equipment located in your area of responsibility. It is important to understand these responsibilities.

b. Primary Hand Receipt Holders have direct responsibility for government property, which has been entrusted to them and specifically charged with the care and safekeeping of that property, whether such property is in their possession, in use, or in storage. A signed hand receipt for property is prima facie evidence of property responsibility. With direct responsibility they can be held pecuniarily liable, if property is lost, damaged, or destroyed due to negligence or willful misconduct.

c. Culpability.

(1) Simple Negligence is the absence of due care, by an act or omission of a person which lacks that degree of care for the property that a reasonably prudent person would have taken under similar circumstances, to avoid loss, damage, or destruction to the property.

(2) Gross Negligence is an extreme departure from due care resulting from an act or omission of a person accountable or responsible for Government property which falls far short of that degree of care for the property that a reasonably prudent person would have taken under similar circumstances. It is accompanied by a reckless, deliberate, or wanton disregard for the foreseeable loss or damage to the property.

d. Specific Instructions.

(1) Physical Inventory. After the initial 100% physical inventory, Primary Hand Receipt Holder's are required to conduct a 100% physical inventory and hand receipt update semi-annually. Random spot-checks should be made of the location and physical condition of your property between inventories.

(2) Sub-Hand Receipting. Sub-hand receipting on a DA Form 2062, Hand Receipt/Annex Number of hand receipted property is encouraged as a means of maintaining accountability. (Sample, page) Temporary hand receipts (DA Form 3161) are only valid for 30 days. Update Sub-hand receipts before updating the master hand receipt with the Property Book Office (PBO).

(3) Loaning Equipment. Do not loan or temporarily hand receipt property to another organization unless the PBO or Commander approves the action.

(4) Physical Security. Report any circumstances that make it impossible to secure property from loss or theft.

(5) Absent or on Leave. If the primary hand receipt holder will be away from the duty station in excess of 30 days, a temporary hand receipt holder must be appointed to assume the hand receipt during that time. Do a joint inventory before leaving and again upon return.

(6) Hand Receipt Update and Verification. During the hand receipt update verify all hand receipt transactions have been posted to the new hand receipt. It is the hand receipt holder's responsibility to ensure that all gains and losses pertaining to equipment for which they are responsible are processed through the PBO in a timely manner. When the hand receipt is signed and updated destroy all previously posted transactions.

(7) Notification of Release from Duty Assignment. Upon notification of PCS, ETS or release from your duty assignment, coordinate with the PBO. A 30-day notice is required to ensure the hand receipt is cleared. A transfer of property responsibility to the successor must be completed before leaving your duty section or receiving clearance from the PBO.

2-10. Turn-In of Excess and Unserviceable Equipment.

a. Serviceable medical and non-medical equipment that is excess to your section may be transferred to another section by doing a Hand Receipt Transfer on a Request for Issue or Turn-In, DA Form 3161. Serviceable equipment excess to your section should be promptly turned in to the EMB.

b. Unserviceable medical and non-medical equipment should be promptly turned in to the EMB. With regard to unserviceability – this equipment would be rendered unserviceable through fair wear and tear (FWT) or deemed uneconomically repairable or non-repairable by the appropriate maintenance and repair support facility.

c. Turn-in procedures.

(1) The hand receipt holder or authorized designee of the excess or unserviceable equipment prepares a Request for Issue or Turn-In, DA Form 3161, in four copies, for turn-in to the PBO. The property book manager will review the document for accuracy, verifying ownership of equipment and signature.

(2) ADPE will be signed for by a representative from the FIXX Center in the property book office. The excess manager in the property book office will sign for all other equipment. The hand receipt holder will receive a signed copy of the Request for Issue or Turn-in, DA Form 3161, turn-in transaction to kept with their hand receipt files until their next update.

2-11. Lateral Transfer of Accountable Property.

a. Occasionally hand receipt holders may want, or be directed, to transfer accountable property between installations or property books.

b. The Property Book Manager will contact hand receipt holders in the event of any directed lateral transfers and advise them accordingly.

c. Any equipment request for lateral transfer to this facility by the hand receipt holder must by receive approval by the PBO. The property book office will prepare appropriate documents.

2-12. Lost, Damaged, or Destroyed Property.

a. In the event of damage or loss to government property, immediately notify the PBO. After duty hours notify the Senior Nurse on Call, Administrative Officer of the Day (AOD), or Non-Commissioned Officer of the Day (NCOD). Conduct a thorough search questioning any individuals having access to the area. If the item is not found contact the Military Police. An announcement of the loss should also be sent on the hospital's electronic mail system.

b. Hand receipt holders of accountable property that is lost, damaged, or destroyed must promptly initiate a Report of Survey, DA Form 4697 and forward it to the PBO within 5 working days. For additional information reference AR 735-11.

c. An individual or hand receipt holder who admits liability for property lost, damaged, or destroyed can sign a Statement of Charges/Cash Collection Voucher, DD Form 362. The individual can have the money deducted from his/her paycheck or annotate cash collection and make cash payment to the Finance and Accounting Office. Requests for these actions can be coordinated with the Property Book Officer.

SECTION IV. Non-Medical Equipment Repair

2-13. Obtaining Non-Medical Repair Support.

a. Repair of non-medical equipment is done through the EMB and Information Management Branch.

b. Procedures for repairs will vary depending on the type of equipment.

(1) Inoperative or malfunctioning beepers, telephones, radios/public address system and television's (either bedside or in waiting areas/lounges) should be reported to the Telecommunication Specialist in IMD.

(2) Computer hardware repair is supported by the FIXX Center located in the property book office.

(3) Copiers are repaired under contract by calling the service representative designated for your copier.

(4) Repair on all other nonmedical equipment will be handled by the property book office. Questions on any of these procedures should be referred to the Property Book Officer.

2-14. Turn-In Procedures for Equipment Repair.

a. If non-medical equipment must be turned in for repair, prepare a Request for Issue or Turn-In, DA Form 3161, temporary hand receipt/request, turn-in for repair and bring the equipment to the property book office.

(1) The requestor will be given a signed copy of Request for Issue or Turn-In, DA Form 3161, temporary hand receipt/request for repair. Keep this form until the equipment is repaired and returned to you.

(2) If you are notified that the equipment cannot be repaired, the Request for Issue or Turn-In, DA Form 3161, will then be your receipt for turn-in and the equipment will be dropped from your hand receipt.

b. If medical equipment must be turned in for repair a work order will be initiated by the medical maintenance work order clerk and a copy is maintained by the hand receipt holder.

SECTION V. Purchase Request for Services Contracts

2-15 Definition: For the purpose of this memorandum, a service is any request other than for supplies or equipment. A service can be a non-personal service such as a contract healthcare provider, guest speaker for professional development, consultant, etc. It can also include request for repair of equipment and rental or loan agreements.

2-16 Procedures.

a. Purchase Request, DA Form 3953, is prepared in the same format except that a description of the service being requested is provided. The only other exception is to change the Delivered To Address at the top of the form to: Reynolds Army Community Hospital, CDR USAMEDDAC, 4301 Mow-Way Road, ATTN: Property Book Officer, Fort Sill, OK 73503-6300. Forward the purchase request to the Property Book Officer.

b. If necessary, the requestor will provide a performance work statement (PWS)

c. The requestor must ensure that adequate lead time is given before the non-personal service is scheduled to begin. You cannot permit the start of a service before a contract has been awarded. To do so causes an irregular procurement action for which the requestor can be held pecuniarily liable. A routine request for a service should be submitted at least 60 days prior to the desired start date of the service. An urgent request for a service should be submitted as an "06" request with a justification for the urgent need.

d. As with other purchase requests, the requestor will be forward a copy of the Contract, SF Form 1449. The requestor is responsible for providing partial or final receiving reports on the Contract, SF Form 1449 or on Material Inspection and Receiving Report, DD Form 250, to EMB to ensure prompt payment to the individual providing the non-personal service. (For example, a physician is contracted to read a certain number of X-ray films per month for a year. To ensure the physician is paid regularly, a monthly receiving report must be forwarded to EMB. Any discrepancies with the performance of the Individual should be explained in the receiving report.) The contract will very likely describe the frequency of the receiving reports.

SECTION VI. Maintenance of Medical Equipment and Instrument Recycling

2-17. Purpose: To establish the Commander's policies, principles, and procedures for an integrated Medical Maintenance Program which will result in safe, reliable, maintainable, and supportable medical equipment within activities of the MEDDAC.

2-18. Scope: This regulation is designed to cover the broad scope of medical equipment maintenance for activities within MEDDAC, DENTAC, VET SVCS and all other authorized activities within the geographical area of responsibility. It provides uniform guidance and direction to standardize operation procedures.

2-19 Explanation of Responsibilities

a. The Commander, MEDDAC, will analyze the maintenance operation based on the following eight factors affecting maintenance: command, personnel, time, tools, repair parts, records, publications, and training. The Commander will provide, from available resources, funds essential for the EMB to accomplish its missions.

b. The Deputy Commander for Clinical Services will ensure that:

(1) Clinical services and departments establish user maintenance programs that include initial orientation, periodic training, and standing operating procedures for regular equipment maintenance.

- (2) Monthly evaluation of user maintenance performance is implemented.

c. Chief, Logistics Division will ensure that:

- (1) Requested tools and test equipment are given adequate priority on CEEP and MEDCASE procurement actions based on true urgency.

- (2) Medical equipment repairers perform routine and additional duties which are performed by other hospital staff. These duties will be discontinued if the long-term maintenance mission will be affected.

- (3) Training objectives are established for medical equipment maintenance personnel and that tuition and TDY estimates are included in annual Logistics Division budget.

- (4) Submission of Medical Material complaints are coordinated with Quality Management and Risk Management Officer.

d. Chief, EMB will ensure that:

- (1) The maintenance of Army-owned medical equipment is effectively performed throughout its life cycle.

- (2) Medical equipment is inspected and tested upon receipt, and periodically during each year.

- (3) Memorandums are prepared identifying situations involving equipment which is received for repair, when the problem is caused by user error. Copies of memorandums will be furnished to the Safety Manager, Quality Improvement/Risk Management Coordinator, and the Deputy Commander for Clinical Services or the Deputy Commander for Administration.

- (4) Training objectives and justifications for funding courses associated with training objectives are prepared.

e. The chief of each department or service will analyze his/her maintenance programs with emphasis on equipment availability for patient care.

f. User level maintenance is a supervisory responsibility. Identifying equipment shortages and malfunctions is the responsibility of supervisors at every level.

- (1) Each ward, clinic, department, and division NCOIC will ensure maximum availability of properly functioning medical equipment and accessory components to meet mission requirements.

- (2) Hand receipt holders of medical equipment shall develop standing operating procedures which outline user-level maintenance such as performance testing, accessory replacement, user orientation and training.

CHAPTER 3
FACILITIES MANAGEMENT BRANCH

3-1. Scope. Facilities Management Branch (FMB) provides logistical support to all MEDDAC/DENTAC activities in the following areas.

- a. Repair and Utilities (R&U) (in-house).
- b. Housekeeping.
- c. Vehicle Coordination and Control.
- d. Facility Maintenance and Repair.
- e. Sharps and Biohazard Container Collection.

3-2. R&U Section. FMB provides R&U services such as making and mounting signs, clip-on pocket badges, engraving awards and plaques, mounting bulletin boards, pictures, diplomas, clocks, vent deflectors, paper towel holders and soap dispensers, sharps containers, replacing ceiling tiles, setting clocks, mounting small medical equipment, fabrication of counters and shelves, and vehicle dispatch. These services require an informal memorandum, or electronic message detailing the work to be done, and a POC with date required and phone number.

3-3. Housekeeping.

a. MEDDAC, DENTAC, and VET SVCS are supported by contract housekeeping services. Any problems encountered with the service should be reported verbally or in writing to the housekeeping inspector.

b. Verbal Complaints. Verbal complaints will be checked immediately. All calls should be placed to the housekeeping inspector. Calls will be answered promptly and the situation examined and corrected. The inspectors are located in the basement of building 4300, room GE142.

c. Written Complaints. Problems may be submitted in writing by completing a DA Form 5105 (Figure 3-1) and sending it to FMB, station 10. In order for written complaints to be valid, the particular problem must be checked off against the areas on the form, comments made, and signed by the OIC/NCOIC. Upon receipt, the housekeeping inspector will inspect the situation, confirm the complaint, and take all necessary corrective action. For same day action, the written complaint should be delivered to building 4300, room GE142, by 0900.

d. Staff members are not authorized to personally deal with any member of the housekeeping staff to correct a deficiency in housekeeping service, unless there is an emergency situation posing an immediate hazard to staff or patients. An example would be a spill on a vinyl or tile floor, which could cause someone to slip and fall. This procedure requires a follow-up phone call to the housekeeping supervisor.

e. FMB personnel provide the pick-up service for the sharps and biohazard containers utilized in the patient treatment areas. Scheduled collection of the items is Monday through Friday only. If containers become full and present a safety hazard to staff members, call FMB during routine duty hours.

f. Proposed moves are presented at Space Committee meetings, where the MEDDAC move checklist (Figure 3-2) is initiated. FMB cannot do any move-related work for an activity unless the Space Committee has approved the move, and the MEDDAC move checklist has been routed through all pertinent activities.

3-4. Vehicle Coordination and Control.

a. To obtain use of a vehicle (sedan, truck, van) for a short period of time (1 to 5 days) for local or out-of-town travel, complete FS Form 833 (Figure 3-2) and submit it to the Transportation Coordinator, FMB, Building 4300, Room GE142 AT LEAST THREE DAYS BEFORE THE VEHICLE IS NEEDED. The justification written in block 12 must be thoroughly detailed. For out-of-town travel, a gas credit card and PIKEPASS must be signed for by the requestor prior to departure. This should be done the day before your travel begins.

b. To obtain a vehicle for longer than 5 days or on a permanent basis, you must submit an FS Form 833 (Figure 3-2) to the Transportation Coordinator, along with a memorandum detailing the need.

c. Activities with temporary or permanently assigned vehicles should pick them up from the MEDDAC Sub-motor Pool, located at the west (back) loading dock of Building 4300, between 0600 and 0800 daily.

e. FS Form 833 is available through the Forms Warehouse located in the basement of 4300, room GD123.

3-5. Facilities Maintenance and Repair.

a. Facilities maintenance is performed by a dedicated group of skilled maintenance personnel who support MEDDAC, DENTAC, and VETCOM buildings. To turn in requests for service, contact the FMB work order clerk. You should have the following information when making a trouble call: room number, exact nature of problem, POC, and phone number.

b. The following should be used when determining who to call for repair - Heating, air conditioning, leaking or broken plumbing, key locks, electrical items, broken glass, ice machines, water fountains, steam, suction/vacuum lines, door knobs, hinges, replacing windows, keys broken in door, refrigerators, kitchen equipment, water leaks, pest and insect control, dead animal carcass removal, elevators, status lights outside exam and treatment rooms, ABC Cart (Translog) Distribution System, water pressure and temperature problems, automatic doors, parking lot lights, mechanical locking security gates, wall papering, calibration, and changing combinations on vault doors. These types of services can be obtained by calling the work order clerk at 458-3501.

NOTE Information Management Division (IMD): computers, keyboards, pagers and paging system, printers, telephones, televisions, cable service, nurse call system, FAX machines, copiers, "help" lights in restrooms. IMD is also responsible for setting up new telephone service. These types of services can be obtained by calling the work order clerk at 458-3477.

c. Activities requesting minor construction or modification to facilities or signs must submit a memorandum to Chief, FMB, along with drawings or diagrams of the work to be done. If an area is to be modified in any way, the drawings must include the present and proposed arrangements. Signs must include the size of the sign, size of lettering, mounting instructions, color, and an example of what is to be engraved. A POC and phone number are required.

d. FMB will install, repair, and maintain the new card locks throughout the facility. New installation requires a memorandum to Chief, FMB. Security issues should be called in to Plans, Mobilization, Education, Training and Security.

3-6. For assistance or information on any subject not covered in this chapter, please contact FMB.

JANITORIAL STANDARDS CHECKLIST										DATE									
For use of this form, see TM 5-509; the standard entry is 11A-CT																			
(Use reverse for remarks if additional space is required)																			
BUILDING				JANITORIAL EMPLOYEE				SUPERVISOR/FOREMAN											
CUSTODIAL SERVICES																			
(Place a check mark in the column after each entry to indicate the quality of work performed)																			
AREAS AND OPERATIONS				RATING STANDARD				AREAS AND OPERATIONS				RATING STANDARD							
				ABOVE AVERAGE BELOW								ABOVE AVERAGE BELOW							
FLOORS (No stairs)	MOPPING							HALLWAYS/CORRIDORS	DRINKING FOUNTAINS										
	SWEEPING								RAILINGS										
	WAXING								WAINSCOTING										
	BUFFING								SIGNS										
TOILETS	STOOLS	MOPPING							WASH DOWN	RADIATORS									
		SWEEPING								HARDWARE									
		SEATS								DOORS									
		BOWLS								WALLS									
	WASH DOWN	FIXTURES								ENTRANCES	SAND URNS								
		BOWLS									CLOSES								
		FIXTURES									VENTILATOR GRILLS								
		PORCELAIN									WASHING								
	TOILETS	UPPER FLOORS	FIXTURES									DOWN	LEDGES						
			SOAP DISPENSERS										DOORS						
			TOWEL DISPENSERS										SCRAPERS						
			SANITARY NAPKIN DISPENSER										STEPS						
TOILETS		MIRRORS							ENTRANCES		RUGS AND CARPETS								
		STALL PARTITIONS									RADIATORS								
		TOWEL DISPOSAL CAN									PICTURES								
		SANITARY NAPKIN DISPOSAL CAN									SIGNS								
		WALLS								TABLETS									
		DUSTING								KICK PLATES									
		LEDGES								HARDWARE									
VENTILATION SYSTEMS	WASHING							STAIRWAYS	STEPS										
	DUSTING								RAILINGS										
	ACCESSORIES								RADIATORS										
FURNITURE	DUSTING							STAIRWAYS	STEP RISERS										
	WASHING								LANDINGS										
CLOSETS (Clothing)	DUSTING							MISCELLANEOUS	SMOKING STANDS										
	WASHING								WASTE PAPER BASKETS										
ENTRY GLASS	ORDERLINESS							MISCELLANEOUS	SUPPLY STORAGE ROOMS										
	WASHING								WORKROOMS										
WALLS/CEILINGS	DUSTING							MISCELLANEOUS	LOCKER ROOMS										
	HEATING UNITS																		
	GRILLS																		
	PICTURES																		
LIGHT FIXTURES	WASHING							MISCELLANEOUS											
	DUSTING																		
	SWITCHES																		
REMARKS (Note incidents to which particular attention should be focused)																			

DA FORM 5105
MAY 62

REPLACES DD FORM 1112, APR 67, WHICH IS OBSOLETE.

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CHAPTER 4 MATERIEL MANAGEMENT BRANCH

SECTION I. GENERAL

4-1. PURPOSE. To provide policy and procedure for obtaining supply support. MMB serves as the Installation Medical Supply Activity (IMSA) for Fort Sill and all units and activities within the Fort Sill area support mission as well as the Supply Support Activity (SSA) for MEDDAC.

4-2. MATERIEL MANAGEMENT BRANCH SERVICES INCLUDE:

- a. General Support (GS) for expendable, durable and nonexpendable medical supplies and equipment (Class VIII) to all units and activities located within the Fort Sill Area Support mission geographic coverage area.
- b. Direct Support (DS) for expendable, durable and nonexpendable medical supplies (Class VIII) on an ASL/NSL basis, and for Class II, Class III (P). Class IV supply support on a NSL basis; operates an OMA/Consumer funded Expendable Issue Point (EIP; commonly referred to as the SSSC) for commonly used office supplies for MEDDAC.
- c. Maintain an ASL of commonly used expendable/durable medical supplies for immediate issue on a reimbursable basis: receive, store and deliver supplies on a schedule to customers.
- d. Military Medical Benefits (Home Use) program for Active-duty service members and TRICARE Prime and TRICARE Senior Prime patients. These persons may receive any item authorized for their category in the home-use policy memorandum as long as prescribed by an authorized civilian or military provider.

4-3. CUSTOMER ASSISTANCE. MMB Customer Assistance is located in room GD112 in the basement of building 4300. Office hours are from 0730 to 1600 daily, except for weekends, federal holidays and training holidays.

4-4. DEFINITIONS. Refer to APPENDIX A, located at the back of this chapter, for acronyms and definitions that will be helpful in understanding logistics terminology.

4-5. AUTHORIZATION TO REQUEST OR RECEIVE SUPPLIES.

- a. Establishing and Maintaining an Account:

(1) Upon appointment, commanders or accountable officers will send a copy of Assumption of Command orders or appointment memorandum to:

Reynolds Army Community Hospital
CDR USAMEDDAC
4301 Mow-Way Road
ATTN: MCUA-LMB
Fort Sill, OK 73503-6300

Ward/Clinic/Activity OICs will deliver appointment orders to MMB customer service.

(2) Notice of Delegation of Authority, DA Form 1687, will accompany commander's Assumption of Command orders or accountable officer's appointment memorandum for narcotics and/or nonexpendable medical equipment/equipment sets. Customers are required by AR 710-2 to keep signature cards current; they expire one

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year from the date issued. Figure 4-1 gives instructions and an example for the preparation of this form.

(3) Each individual authorized to request and/or receive supplies will be issued a Signature Card, DD Form 577, as determined by the responsible/accountable officer or Ward/Clinic/Activity OIC. This authorization is valid

for expendable/durable supplies not requiring formal accountability at the user level. Figure 4-11 gives instructions and an example for the preparation of this form.

4-6. USE OF PRIORITY DESIGNATORS.

a. Priority Designators (PD) are used in conjunction with an organization's Force Activity Designator (FAD) and Urgency of Need Designator (UND) to convey how quickly a supply request needs to be processed. Keep in mind that high priority (HP) requests take priority over other normal requests; other organizations will be affected by inappropriate use of HPs.

b. PDs authorized for use by the MEDDAC/DENTAC/VETCOM are 13, 06, and 03 life or death, as follows:

(1) PD 13 is used for all routine supply requests. Routine requests for standard stocked warehouse items will normally be filled within two days. A priority higher than PD 13 should rarely be needed for items stocked in the warehouse or provided by Prime Vendors (PV). Routine requests for standard non-stocked items that must be ordered from the depot take approximately 30 days to receive. Routine requests for nonstandard (local purchase) items can take up to 45 days.

(2) PD 06 is used when materiel is needed for immediate use and without which the ability of the unit to perform its mission or patient care will be impaired. This priority should only be used to order a sufficient quantity of an item to satisfy immediate needs and should never be used for routine replenishment requests. Supplies can normally be obtained within two weeks using this priority and overnight if using PV. Unit Commander/Property Book Officer and MSO must authenticate the use of PD 06 prior to submission to IMSA.

(3) PD 03 is used when materiel is needed for immediate use and without which the unit or activity is unable to perform its mission. Unit Commander/Property Book Officer must authenticate the use of PD 03 prior to submission to IMSA.

(4) PD 03 "life or death" requires a physician's authorization and represents a dire emergency. PD 03 is used in situations when medical supplies are needed on an emergency basis to save a life or prevent suffering or distress. Unit Commander/Property Book Officer must authenticate the use of PD 03 prior to submission to IMSA.

SECTION II. SUPPLY SUPPORT

4-7. REQUESTING SUPPLIES AND EQUIPMENT.

a. There are several ways customer requests can be inputted into the TAMMIS system; direct customer input using the TAMMIS Remote order entry screen(s), handheld terminal (HHT) scanning and upload, or submit paper requests.

b. Submitting requests via direct customer input using the TAMMIS remote order entry screen(s).

(1) This option is available to customers that have been trained in the use of the TAMMIS remote order entry system and have a username assigned. Access can be obtained via TELNET using a computer modem or a Local Area Network (LAN). Detailed procedures for entering requests online are contained in MEDCOM publication TAMMIS REMOTE CUSTOMER GUIDE or basic guidance is located on the Logistics Division web page located at URL <http://www.rach.sill.amedd.army.mil/logdiv/Materiel/index.htm> then click on REMOTE CUSTOMER MENU.

(2) This procedure/method of submitting supply requests is available for expendable/durable items that are *not* stocked on carts (ordered by HHT upload), but needed by the unit/activity/ward/clinic, however, users must be careful to include all information necessary for acquisition when using this method; reviewing and cataloging is a laborious process.

(a) Non-expendable items will not be submitted electronically using this procedure. Requests submitted electronically will be denied by MMB. All requests for non-expendable equipment items must come to MMB from the appropriate Property Book Officer.

(b) The IMSA is required to perform a technical edit of all local purchase requests to determine if the item can be converted to a NSN request or supported via PV contract.

(c) The Accountable Officer (Medical Supply Officer) will determine what items will be locally purchased, and the appropriate source of supply.

c. Submitting requests via HHT upload (wards and clinics only):

(1) HHT uploads are performed by Materiel Distribution Section (MDS) personnel on a scheduled basis for wards and clinics that have established exchange carts and/or cart levels as their primary means of obtaining medical supplies.

(2) Ward/Clinic OICs and/or NCOICs are responsible for identifying supplies required to adequately meet their day-to-day medical supply requirements, consistent with the activities mission and budgetary constraints. Ward/Clinic OICs/NCOICs should review their cart/par levels at least semi-annually or upon change of mission/function or patient profile. If changes are requested to cart levels or items stocked (adding or deleting) the activity will submit a memorandum to Chief, MDS.

(3) MDS personnel will adjust customer levels in TAMMIS and affix barcode labels to the customer's storage carts and/or shelving for inventory purposes.

(4) Supply cart labels will be changed or removed ONLY by MDS personnel. Activity personnel will not remove or change cart labels at any time.

d. Submitting requests using paper documents:

(1) Requests can be submitted on several approved forms, depending on the type of activity you are and the type of materials required.

(2) Request for Issue or Turn-in, DA Form 2765-1, may be used to request any cataloged item. Figure 4-3 gives instructions and an example for the preparation of this form.

(3) Activities may request expendable and durable medical supplies utilizing the customer reorder listings available on request. Use of the reorder listing facilitates request processing and eliminates the need to prepare individual item requests. Figure 4-2 gives instructions and an example for the preparation of this form.

(4) Purchase Request and Commitment, DA Form 3953. The only requests that will be accepted on Purchase Request and Commitment, DA Form 3953, are those that require additional approval or special handling or processing. For example, nonexpendable equipment, maintenance significant items, Automated Data Processing Equipment (ADPE), copying, binding or duplicating equipment, radioactive material, commercial publications, etc. See paragraph below for required authorizations for a specific item. EMB (EMB) will process requests for non-personal services, professional memberships and subscriptions. All approval authorities will have 2 working days

to evaluate requests, if more time is needed to investigate a matter further the requestor will be notified. Figure 4-5 is a sample of Purchase Request and Commitment, DA Form 3953, and flowchart, and figure 4-6 is a sample of Continuation Sheet, OF Form 336.

(5) Approval authorities for submitting Purchase Request and Commitment, DA Form 3953.

(1) The Chief, Information Management Division (IMD) is responsible for determining hardware and software compatibility of ADPE items requested for the automated and telephone systems of MEDDAC.

(2) The Administrative Officer, Headquarters, is responsible for reviewing requests for copiers and rubber stamps.

(3) The Medical Librarian is responsible for reviewing all requests for commercial publications and professional periodicals; Librarian may select the source of supply.

(4) The Chief, EMB is responsible for determining what items are non-expendable or maintenance significant items, and issuing nonexpendable document numbers for those transactions.

(5) The Customer Service Representative is responsible for acting as the point of contact for all customers submitting Purchase Request And Commitment, DA Form 3953, as a request to the MSO. There are other miscellaneous approvals that may be required depending on the specific item requested, but are too numerous to list. Customers should contact the Customer Service Representative for additional guidance.

(6) All requests submitted on Purchase Request And Commitment, DA Form 3953, will be hand carried to the MMB Customer Service Representative in 2 copies. The document number Julian date must match the date of submission. PBO will submit requests for nonexpendable items and provide a copy of the request to the customer.

4-8. EMERGENCY REQUESTS (PD 03).

a. For stocked and non-stocked standard items, prepare a Request for Issue or Turn-in, DA Form 2765-1, and bring it to MMB for processing as a walk-through request. Stocked items will be immediately issued. Non-stocked or temporarily out-of-stock items will be procured in the most expeditious manner available. Figure 4-4 gives instructions and an example for the preparation of this form.

b. For nonstandard items, prepare Purchase Request And Commitment, DA Form 3953, and bring it to MMB for immediate processing through the GPRMC Directorate of Contracting (DOC) at WBAMC or consideration for credit card purchase. All appropriate authorizing signatures are mandatory as noted above. Figure 4-5 gives instructions and an example for the preparation of this form.

4-9. REQUESTING SUPPLIES AFTER NORMAL DUTY HOURS.

a. MEDDAC activities requiring emergency medical material re-supply after normal duty hours must first try to obtain the item required from the other activities in the hospital. If the item required is unavailable from any other activity in MEDDAC and further assistance is needed, contact the NCOD. The NCOD will contact the MDS on-call person using the radio pager system. The MDS on call pager number and the current roster of on call MDS personnel are in the AOD and NCOD instruction books.

b. Once contacted, the MDS on call person is responsible for determining if the needed supplies are available in the MDS warehouse. If the supplies are available, the on call person will issue the supplies to the requesting activity, record the issue in the Over The Counter (OTC) log and notify the NCOD.

c. If the needed supplies are not available in the MDS warehouse, the on call person will inform the NCOD and the following measures must then be taken:

(1) The MEDDAC activity requiring the item will contact the corresponding activity at one of the following local hospitals, Comanche County Memorial Hospital, Southwestern Medical Center, or the U.S. Public Health Services (USPHS) Indian Hospital to borrow the item. There is a professional understanding in place that allows for borrowing and replacing items between MEDDAC and these hospitals.

(2) If the item is located, the activity will make arrangements with the off post hospital (location, time and point of contact) to pick up the item. The NCOD will contact the Patient Administration Division (PAD) on call person who will be responsible for using the duty vehicle to pick up the item at the off post hospital. The PAD on call will inform the NCOD when the item has been picked up and delivered to the MEDDAC activity.

(3) The MEDDAC activity must ensure that all the pertinent information on the item is captured. This includes the nomenclature, stock number or catalog number, manufacturer, unit of issue, and quantity. The activity must then supply MMB Customer Service with all the information obtained from the item on the next duty day.

(4) The customer will then order the item that was borrowed and return it to the local hospital as soon as possible with a note of thanks.

4-10. STATUS OF DUES OUT AND TRANSACTION HISTORY: The status of all customer requests will be provided monthly to each customer in 2 forms. Each request will be listed on the Customer Transaction Register for completed or cancelled requests, or the Customer Due Out Report for due out requests. Figures 4-8 and 4-9 respectively give instructions for interpreting and an example of each of these reports. Customers should follow the instruction attached to each of these reports closely to get the proper status and processing of their requests. Contact the point of contact listed on the memorandum for additional guidance.

4-11. REQUESTING ITEMS TO BE STOCKED IN THE WAREHOUSE.

a. Critical Items – MEDDAC wards and clinics must identify critical items that will be placed in stock, regardless of demand history. **Critical items are those expendable supply items that must be on hand at all times and that directly affect patient health and welfare, without which, a patient could suffer loss of life or limb.** Critical items have no substitutes.

b. Core items must also be maintained, but have substitutes.

c. Items that customers wish to be stocked must be requested on a memorandum. Figure 4-7 gives instructions and an example for the preparation of this memorandum. These items must also experience some usage, and cannot be stocked in quantities that will allow it to expire on the shelf. If an item is stocked by customer request and experiences no usage, all requested stocks will be force issued and costed to the customer after a six-month period. If the clinic/ward OIC deems the material a critical item, replenishment will occur.

d. Demand Supported Stockage - Medical items with at least six customer demands in a year will automatically be considered for stockage in the Materiel Branch warehouse. Items provided on a next-day basis by a PV will normally not be stocked in the warehouse unless it is issued in unit-of-measure or a fast moving item.

4-12. TURN-IN PROCEDURES

a. Drugs (other than Note Q and R narcotics), biologicals, reagents, needles, syringes, and sutures determined to be unsafe or unsuitable for use will be turned-in to the IMSA using Request For Issue Or Turn-In, DA Form 3161, for destruction. Figure 4-12 gives instructions and an example for the preparation of this form.

(1) MTOE units that have the capability of performing their own destruction will do so, after the Request For Issue Or Turn-In, DA Form 3161, is reviewed for accuracy and approved by the Quality Inspection Specialist. The

completed destruction document is suitable to be used as a voucher for dropping the material from accountability. Figure 4-12 gives instructions and an example for the preparation of this form.

(2) MEDDAC wards/clinics/activities and MTOE/TDA units that do not have the capability of performing their own destruction will prepare the Request For Issue Or Turn-In, DA Form 2765-1, and have it reviewed and approved by the Chief of Preventive Medicine prior to turn-in to the IMSA. Figure 4-4 gives instructions and an example for the preparation of this form.

b. Excess serviceable medical supplies will be turned in to the IMSA utilizing Request For Issue Or Turn-In, DA Form 2765-1, as a turn-in document. A separate form is required for each item. Figure 4-4 gives instructions and an example for the preparation of this form. It will be the responsibility of the MMB staff member receiving the supplies to ensure documentation is prepared prior to accepting stock for Chief, MMB.

c. Expired or unserviceable supplies that are stocked by MDS supported activities will be removed from all exchange carts at the time of inventory by Materiel Handlers. Activities will prepare Request For Issue Or Turn-In, DA Form 2765-1, as a turn-in document and give the item and document to the Materiel Handler. Figure 4-4 gives instructions and an example for the preparation of this form. It will be the responsibility of the Materiel Handler to ensure documentation is properly prepared prior to accepting stock for Chief, MMB.

d. Medical equipment will be Technically Inspected (TI) for serviceability by the EMB before turn-in to the IMSA.

e. Medical Sets, Kits and Outfits (SKO) will have perishable/shelf life items removed, which will be turned in separately following the guidance of a or b above. The appropriate publication for the end-item (TM, SC, Packing List) and a shortage annex will accompany the turn-in for the SKO (IAW AR 710-2).

f. The Chief, MMB will determine credit for turned-in excess and expired materiel.

4-13 MEDICAL MATERIEL COMPLAINTS.

a. SUBMISSION. Complaints about medical materiel management items will be submitted on a memorandum to the Chief, MMB, ATTN: Quality Control Section, building 4300. Figure 4-10 gives instructions and an example for the preparation of this memorandum.

b. CLASSIFICATION. Complaints concerning defective or unsatisfactory medical materiel will be classified IAW AR 40-61 as follows:

Type I Complaints.

(1) These complaints will be submitted on materiel, to include equipment, determined by use or test to be harmful or defective to the extent that its use has or may cause death or illness.

(2) Immediate action must be taken to report materiel as a Type I Complaint. Only a medical or dental officer familiar with the item can initially classify the complaint as Type I. The item should be immediately suspended from use and all quantities stored in a secure place until disposition instructions are received.

(3) Due to the immediate attention given to Type I complaints by the Defense Support Center Philadelphia, (DSCP) and USAMMA, medical and administrative personnel must carefully ascertain and evaluate all facts to avoid unnecessary delay or cause undue alarm. As MMB personnel will complete the online form. The customer

must supply all information required on the Medical Materiel Complaint, SF Form 380. The person initiating the complaint should also be available to respond to inquiries about the problem encountered.

Type II Complaints

(1) These complaints are used to report materiel other than equipment, which is suspected of being harmful, defective, deteriorated, or otherwise unsuitable for use.

(2) Take expeditious action to report such items and to suspend their issue and use.

Type III Complaints

(1) These complaints relate to equipment, which is determined to be unsatisfactory because of malfunction, design defects (attributable to faulty materiel, workmanship, or quality inspection), or performance.

(2) A Type III complaint does not necessarily require a suspension of the item.

(3) A Type III complaint has a 48-hour time limit.

4-14. DUMMY DEPARTMENT OF DEFENSE ACTIVITY ADDRESS CODES (Dummy DODAACs).

a. MEDDAC wards, clinics and offices identification is provided through the use of individually assigned dummy DODAACs in the form of YME@##, where @ represents a letter and # can represent a numeral. A dummy DODAAC and serial number block is assigned to each delivery address (clinic/ward) within MEDDAC, in coordination with the Resources Management Division.

b. Dummy DODAACs are also assigned to customer carts/parr level shelves using the scheme YME###, where # represents a numeral. Cart dummy DODAACs are used by Storage & Distribution personnel when they inventory/service the customer cart/parr level areas. Questions concerning dummy DODAACs or their associated serial number range should be addressed to Chief, Inventory Management Section, MMB.

4-15. MEDICAL GAS SUPPORT

NOTE: All medical gas cylinders will be exchanged only with the proper safety caps on. Cylinders should be stored in an upright secured position at all times. All liquid nitrogen bottles will have the dispensers and gauges removed and replaced with the plastic transport caps. Failure to do so creates an extreme safety hazard and exchange will not be accepted.

a. Turn-in and issue of liquid nitrogen and medical gas cylinders will be made during the normal scheduled Activity restocking. Cylinders and bottles will be exchanged and delivered by the MDS materiel handler assigned to each area.

b. Customers requiring liquid nitrogen or medical gases must contact the MDS materiel handler assigned to their area to arrange for an exchange of cylinders or bottles as they are not authorized to enter patient care areas.

c. Issues of liquid nitrogen and medical gas cylinders will be made on a one for one basis. Customers will be charged only for the liquid nitrogen and medical gas when exchanging empty for full bottles and cylinders. If an additional bottle or cylinder is required, customers will be charged a one time cost for the additional bottle and liquid nitrogen or medical gas itself. Thereafter customers will be charged only for the liquid nitrogen or medical gas. Request For Issue Or Turn-In, DA Form 2765-1, as a request will be prepared by the customer separately for the bottle or cylinder and liquid nitrogen or medical gas itself. Figure 4-3 gives instructions and an example for the preparation of this form.

4-16. LINEN SUPPORT

a. Linen users will be held responsible for:

- (1) Preparing soiled linen for pickup, including not filling laundry bags over 2/3 full.
- (2) Identifying and turning in all unserviceable linen. This will be done by bagging and identifying unserviceable linen separately.
- (3) Proper care and safeguarding of linen.
- (4) Assuring that all foreign objects are removed from dirty linen prior to turning in for laundering.
- (5) This does not relieve anyone, military or civilian, of the responsibility to preserve, safeguard and protect government-owned linen.

b. Linen accountability and control. Issues of linens will be by the submission of appropriate documents to the MDS in the case of medical linen. A memorandum prepared in accordance with DA Pamphlet 710-4-2 will be used in all cases for ordering items.

c. User Stockage Level Determination.

(1) Linen requirements for user activities will be expressed in terms of linen levels. Such levels will be determined by user activities usage factors for each linen item multiplied by the number of days between linen deliveries. For example, an activity which is scheduled for linen delivery once every two days will compute total activity linen level already established by the usage factor and multiplying by a factor of two. For an activity with daily linen delivery service, the linen level is, of course, equivalent to the daily usage factor for each linen item.

(2) Linen levels computed for user activities will be consistent with the objective of maintaining adequate stock for both normal and contingency purposes, while at the same time maintaining stockage at a minimum essential level.

(3) Linen level computation by the MDS is directly related to linen use policy. Policy relative to linen use (frequency of bed change, safety level, etc.) will be established and disseminated by the hospital Linen Management Committee. Linen levels are computed by the MDS for approval by the Linen Management Officer.

(4) As a means of inventory control, the Chief, MDS will monitor linen levels by conducting frequent analyses of clean linen returns. Since most linen is delivered on an exchange cart basis, carts returned to the MDS with a consistently large quantity of clean linen upon them may mean that the linen levels are too high.

d. Hospital Stockage Level Determination:

(1) The Linen Management Officer will establish a stockage level for each item of linen stocked. This stockage level will be based on requirements to support user linen levels, turn around time for laundry service, safety level and other factors which may, in the opinion of the Linen Management Officer, bear on the providing of adequate linen support. Stockage levels will be reflected by a pencil entry on DA Form 1296.

(2) Adjustments to linen stockage levels will be made by the Linen Management Officer when actions of significance are taken by the hospital Linen Management Committee or user demands increase or decrease. Established stockage levels will be routinely reviewed by the Linen Management Officer at the completion of each linen inventory.

e. Issue, Turn-in, Repair and Salvage Procedures.

(1) Linen will be issued directly to using activities using cart exchange system. Linen carts fully loaded with linen levels appropriate to respective using activities will be transported to using activities by MDS personnel and substituted for carts provided during the previous delivery day.

(2) Soiled linen will be picked up in all areas of the hospital on an established basis. Frequency of pick up will be a matter determined jointly by the MDS and linen users.

(3) If possible, linen requiring repair will be segregated from good stock during the finishing process at the laundry. Damaged linen detected at this point or at the point of issue in the hospital will be forwarded to the seamstress in the MDS, who will determine whether repair or salvage is the desirable course of action. The user of linen is actually the best person to identify damaged linen and as such should assist in separating good linen from bad linen. Don't just throw it back into the dirty linen bag. Turn it in.

f. Transportation and Handling of Linen.

(1) Mobile linen shelf carts will be used to transport clean linen throughout the hospital. Other carts will be used for the transportation of soiled linen. Care will be taken at all times that clean linen is not moved in the latter conveyances. Soiled linen will be transported in yellow plastic linen bags marked "SOILED LINEN".

(2) Soiled linen will be handled to the minimum extent possible within the hospital. Bagged, soiled linen will be moved quickly through the hospital building directly to the dirty linen room within the hospital for transporting to the laundry. Linen users will place contaminated linen in yellow plastic linen bags marked "SOILED LINEN".

(3) Linen users will take every precaution to assure that medical instruments, needles, syringes, etc., are not intermingled with soiled linen. Since serious injury to linen handling personnel may result from such oversights, every effort will be made to determine the source of such equipment that does find its way into the laundry. To assist in this effort, each laundry bag will be marked with the place of origin (i.e. 2 West, etc). The Linen Management Officer will review cases of such occurrences with the Linen Management Committee.

g. Care and Security of Hospital Linen:

(1) As a fundamental means of safeguarding MEDDAC linen assets, each linen item will be distinctively marked and identified at the time it is placed into service. The Chief, MDS will insure that all items are routed through the seamstress for appropriate marking.

(2) Using activities are responsible for the care and safeguarding of linen items in their possession. Linen in storage will be secured under lock and appropriate key control measures utilized where possible.

(3) Linen items will be used for their intended purpose only. Linen will not be used as rags, unless salvaged by MMB personnel, nor will linen items be cut, torn or mutilated to modify them for another purpose.

(4) Scrubs are not authorized to be taken from or worn outside the facility.

1. Each unit or activity ordering and receiving medical supplies must submit two copies of DA Form 1687, Notice of Delegation of Authority, to MMB. This form identifies those individuals authorized to order and/or receive medical supplies and must be signed by the unit commander/ PBO or activity/department chief. A copy of this form is maintained in the MDS with each delivery or pick-up of supplies being carefully monitored to ensure that only an authorized person receives/pickups the medical supplies. Equally close monitoring is conducted in the IMS to ensure that only authorized individuals are submitting medical supply requests.
2. Consult DA Pam 710-3-1, on procedures for preparing DA Form 1687, Notice Of Delegation Of Authority.
 - a. Enter the date prepared.
 - b. Enter the name of the individuals authorized to request and/or receive medical supplies.
 - c. Leave the Social security number blank.
 - d. Enter YES or NO in request and receive columns.
 - e. Each authorized individual must sign and initial the form.
 - f. Use as many lines as necessary. Enter NOT USED on first blank line.
 - g. Mark an X in the Delegates To or Withdraws From block as appropriate.
 - h. Specify what authority is being delegated or withdrawn.
 - i. Enter any necessary remarks.
 - j. Enter UIC and Office Symbol.
 - k. Enter DODAAC, APC, and Activity address for MEDDAC customers.
 - l. Enter Commander, PBO or department chief information.
 - m. Cards are valid until expiration date at bottom of card (1 year from date prepared). If there is a change in personnel change cards must be submitted.
 - n. The Commander, PBO or department chief must sign the authorization.

Figure 4-1. Instructions for Preparing and Sample of DA Form 1687, Notice of Delegation of Authority

NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES <i>For use of this form, see DA PAM 710-2-1. The proponent agency is ODCSLOG.</i>					DATE Date Prepared	
AUTHORIZED REPRESENTATIVE(S)						
ORGANIZATION RECEIVING SUPPLIES Unit or activity designation.				LOCATION Unit or activity full address.		
LAST NAME-FIRST NAME-MIDDLE INITIAL		SOCIAL SECURITY NUMBER	AUTHORITY REQ REC		SIGNATURE AND INITIALS	
Names of individuals authorized.			YES NO		Signature and initials of individual.	
Use as many lines as necessary.						
Enter "NOT USED" on 1st empty line.						
AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER						
THE UNDERSIGNED HEREBY <input checked="" type="checkbox"/> DELEGATES TO <input type="checkbox"/> WITHDRAWS FROM THE PERSON(S) LISTED ABOVE, THE AUTHORITY TO: Whatever authority is being delegated to the individuals. Example "Request/receive Class VIII supplies"						
REMARKS Self explanatory.						
I ASSUME FULL RESPONSIBILITY						
UNIT IDENTIFICATION CODE UIC / Office Symbol				DODAAC ACCOUNT NUMBER DODAAC / APC / RACH customers ABC cart address also.		
LAST NAME-FIRST NAME-MIDDLE INITIAL		GRADE	TELEPHONE NUMBER	EXPIRATION DATE	SIGNATURE	
CDR/PBO/Department Chief		O-?	Phone #	1 Year	Signature	
DA FORM 1687, JAN 82			EDITION OF DEC 57 IS OBSOLETE		USAPPC V3.00	

Figure 4-1 (cont'd): Instructions for Preparing and Sample of DA Form 1687, Notice Of Delegation Of Authority

1. Take one copy (one two-part carbon set) of the Customer Reorder List to your supply room. The Customer Reorder List will be in nomenclature, stock number or location sequence (customer choice).
2. Compare the quantity on-hand to the authorized stockage level (15 Day Use Column of the Customer Reorder Listing). If the quantity on-hand is below the authorized level write the quantity short on the reorder list under "REQ QTY" (round up to unit-pack).

NOTE: Only cataloged items with standard NSNs or locally assigned MCNs may be reordered on the Reorder List.

3. When you finish writing down the items you require, check to see if you have duplicated a previous order that has not yet been received. If you have duplicated an earlier order, cross off or reduce the quantity being ordered.
4. In the spaces provided in the heading of the reorder list, write in the Julian date and the correct APC.
5. Assign a four position document number serial number to each item requested under "DOC #". Use your assigned block of numbers and use consecutive numbers, list numbers in sequence starting with the first item.
6. Send one copy of the reorder list to Medical Supply to place your order. Keep one copy of the reorder list as per the document register file.
7. Complete your document register when status and supplies are received.
8. At the end of each copy of the reorder list there are two pages with blank reorder lines, save these and use them when requesting only a few items.
9. New Customer Reorder Lists can be requested from Medical Supply. When lists and labels with new item numbers are received discard the old lists.
10. When an item is requested at least once in the last six months, it will appear on the next reorder list.
11. Provide Medical Supply with a list of items to add or change locations. Only a DODAAC, stock number, and new location (1 to 5 positions) is required for each item requiring a change. One of the reorder lists can be used annotating location under column heading "Location" (please print legibly in red ink).

Figure 4-2. Instructions for Reading and Sample Customer Reorder List

1. Request for Issue or Turn-In, DA Form 2765-1, may be used by the customer to request expendable standard items and stocked expendable nonstandard items of supply. It will be manually prepared by the customer for the initial request of items of a recurring or nonrecurring nature.

- a. Block A - Enter Materiel Management Branch, Logistics Division
- b. Block B - Enter unit or activity designation.
- c. Block 4 & 5 - Enter National Stock Number – (6505-00-104-9000).
- d. Block 7 - Enter Unit of Issue – (BT).
- e. Block 8 - Enter quantity requested – (1).
- f. Block 9 & 10 - Enter DODAAC – (YME123).
- g. Block 11 & 12 - Enter Julian Date and Serial Number – (8321-0001).
- h. Block 13 - Enter Recurring or Nonrecurring Demand – (R or N) .
- i. Block L – Enter Account Processing Code – (Z123).
- j. Block M - Enter unit price. – (1.00).
- k. Block N – Enter total price – (1.00).
- l. Block O – Enter full Item Description – (Alcohol).
- m. Block 20 – Enter Priority – (13).
- n. Block P – Enter Publication authorizing request. (ex; SC, TDA #, TOE #)

DA FORM 2765-1, APR 78

SEND TO: MATERIEL MANAGEMENT BRANCH, LOGISTICS DIVISION, RACH

REQUEST IS FROM: UNIT OR ACTIVITY DESIGNATION AND ADDRESS

STOCK NUMBER: 6 5 0 5 0 0 1 0 4 9 0 0 0

UNIT OF ISSUE: BT

QUANTITY: 0 0 0 0 1

DODAAC: YME123

JULIAN DATE AND SERIAL NUMBER: 8 3 2 1 0 0 0 1

RECURRING OR NONRECURRING DEMAND: R

ACCOUNT PROCESSING CODE: Z123

UNIT PRICE: 1.00

TOTAL PRICE: 1.00

ITEM DESCRIPTION: ALCOHOL (FULL DESCRIPTION)

PULICATION AUTHORIZING REQUEST

PRIORITY: 1 3

Publication authorizing request: SC, TDA #, TOE #

Figure 4-3. Instructions for Preparing DA Form 2765-1, Request For Issue Or Turn-In, as a Request for Issue

1. Request for Issue or Turn-In, DA Form 2765-1, will be used by the customer to turn-in expendable standard items and stocked expendable nonstandard items of supply. It will be manually prepared by the customer.

- a. Block A - Enter Materiel Management Branch, Logistics Division
- b. Block B - Enter unit or activity designation.
- c. Block 4 & 5 - Enter National Stock Number – (6505-00-104-9000).
- d. Block 7 - Enter Unit of Issue – (BT).
- e. Block 8 - Enter quantity being turned-in – (1).
- f. Block 9 & 10 - Enter DODAAC – (YME123).
- g. Block 11 & 12 - Enter Julian Date and Serial Number – (8321-0001).
- h. Block L – Enter Account Processing Code – (Z123).
- i. Block M – Enter unit price. – (1.00).
- j. Block N – Enter total price – (1.00).
- k. Block O – Enter full Item Description – (Alcohol).
- l. Block P – Enter reason for turn-in – (ex; excess, unserviceable).

DA FORM 2765-1 (Rev. 1-1982) REQUEST FOR ISSUE OR TURN-IN (DA Form 2765-1)

SEND TO: MATERIEL MANAGEMENT BRANCH, LOGISTICS DIVISION, RACH

REQUEST IS FROM: UNIT OR ACTIVITY DESIGNATION AND ADDRESS

STOCK NUMBER: 6 5 0 5 0 0 1 0 4 9 0 0 0

UNIT OF ISSUE: B T 0 0 0 0 1

QUANTITY: 1

DOCUMENT NUMBER: Y M E 1 2 3 8 3 2 1 0 0 0 1

COST DETAIL ACCOUNT NUMBER: Z 1 2 3

UNIT PRICE: 1.00

TOTAL PRICE: 1.00

ITEM DESCRIPTION: ALCOHOL (FULL DESCRIPTION)

PUBLICATION DATA: REASON FOR TURN-IN

DATE POSTED: INIT

DATE AVAILABLE: INIT

DATE RECEIVED: SIGNATURE

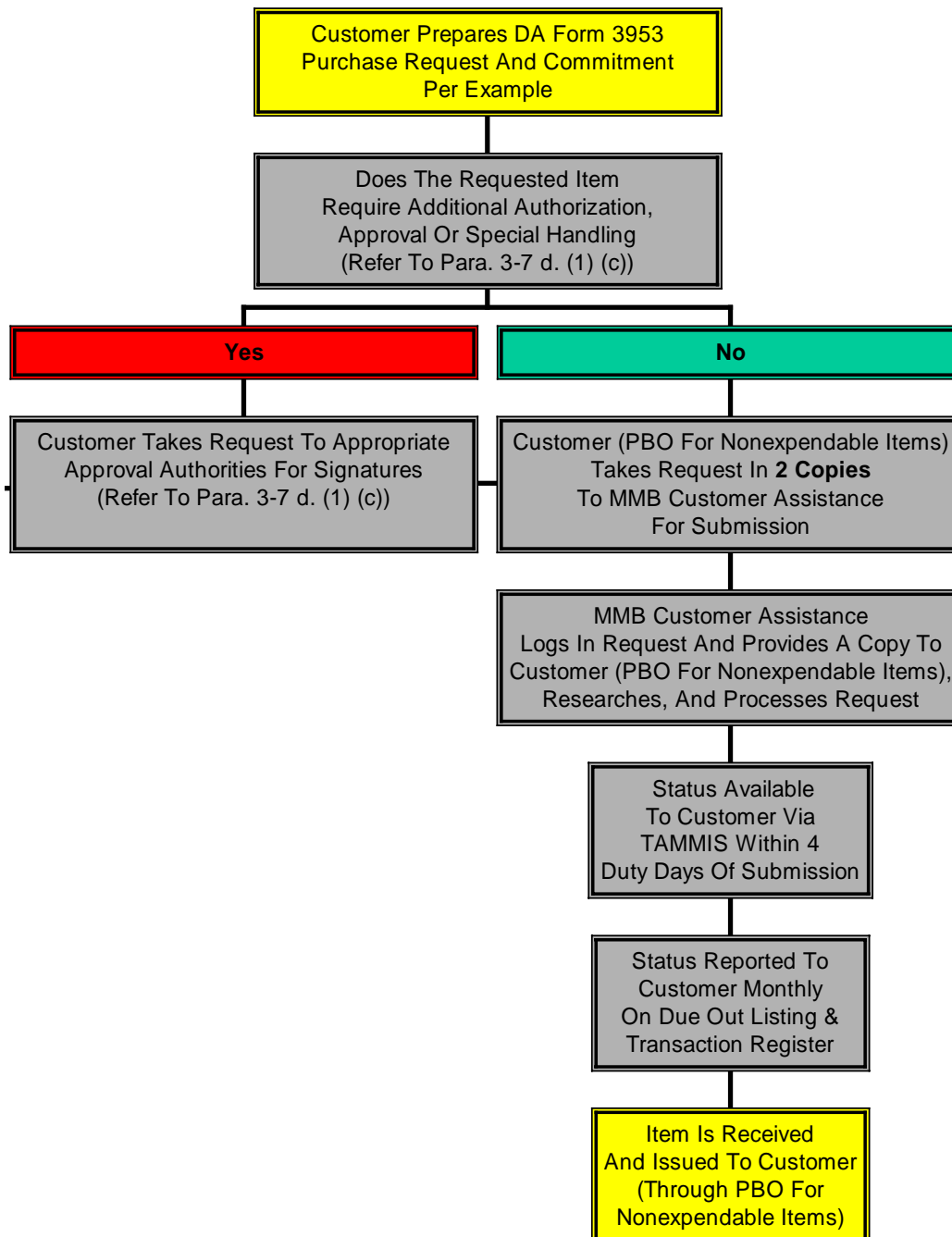
Figure 4-4. Instructions for preparing and Sample DA Form 2765-1, Request For Issue Or Turn-In, as a Request for Turn-In

DA Form 3953, Purchase Request And Commitment, and Flowchart

1. Request for select items will be submitted on a DA Form 3953, Purchase Request And Commitment, (refer to Paragraph 4-7 d. (1) (c)) if necessary OF Form 336, Continuation Sheet (figure 4-5) will be used. Fill out the form as directed in this example.

PURCHASE REQUEST AND COMMITMENT <small>For use of this form, see AR 37-1, the procuring agency is OASAFM</small>				1. PURCHASE INSTRUMENT NO.	2. REQUESTION NO.	3. DATE Date initiated	PAGE # OF PAGES	#
4. TO PURCHASING AND CONTRACTING OFFICER				5. THRU Medical Materiel Branch, RACH	6. FROM RACH, Fort Sill, OK 73503-6300			
<p>It is requested that the supplies and services enumerated below or on attached list be</p> <p>7. PURCHASED FOR Customers Activity - HAND RECEIPT CODE DODDAC/APC - Priority Designator (13, 06, 03) 8. DELIVERED TO Medical Supply Warehouse - Hours 0730-1545 BLDG 4300, Fort Sill, OK 73503-6300</p> <p>The supplies and services listed below cannot be secured through normal supply channels or other Army supply sources in the immediate vicinity, and their procurement will not violate existing regulations pertaining to local purchases for stock, therefore, local procurement is necessary for the following reason: <i>(Check appropriate box and complete item.)</i></p>								
<p>12. LOCAL PURCHASES AUTHORIZED AS THE NORMAL MEANS OF SUPPLY FOR THE FOREGOING BY AR 40-61, AR 710-2</p> <p>13. REQUISITIONING DISCLOSES NONAVAILABILITY OF ITEMS AND LOCAL PURCHASE IS AUTHORIZED BY EMERGENCY SITUATION PRECLUDES USE OF REQUISITION CHANNELS FOR SECURING ITEM</p>				<p>9. NOT LATER THAN Date Needed</p> <p>10. NAME OF PERSON TO CALL FOR ADDITIONAL INFORMATION P.O.C. Name</p> <p>11. TELEPHONE NUMBER P.O.C. Phone number</p> <p>19. ACCOUNTING CLASSIFICATION AND AMOUNT</p> <p>20. TYPED NAME AND TITLE OF CERTIFYING OFFICER</p> <p>21. SIGNATURE</p> <p>22. DATE</p>				
<p>14. ITEM DESCRIPTION OF SUPPLY OR SERVICES</p> <p>15. QUANTITY</p> <p>16. UNIT</p> <p>17. ESTIMATED UNIT PRICE ^a</p> <p>18. TOTAL COST ^b</p>				<p>23. DISCOUNT TERMS</p> <p>24. PURCHASE ORDER NUMBER</p> <p>25. DELIVERY REQUIREMENTS ARE MORE THAN 7 DAYS REQUIRED TO INSPECT AND ACCEPT THE REQUESTED GOODS OR SERVICES <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>IF YES, NUMBER OF DAYS REQUIRED</p>				
<p>1. Customer Document Number (Must have current Julian Date) Nomenclature Manufacturers Part or Catalog #</p> <p>*Leave 3/4" for additional info*</p> <p>SUGGESTED SOURCE:</p> <p>Vendor Name</p> <p>Vendor Address</p> <p>Vendor Phone Number</p> <p>Vendor Fax Number</p> <p>(Use OF 336 for continuation)</p>				<p>26. TYPED NAME AND GRADE OF INITIATING OFFICER</p> <p>27. SIGNATURE</p> <p>28. DATE</p> <p>29. CUSTOMER'S NAME</p> <p>30. CUSTOMER'S PHONE NUMBER</p> <p>31. CUSTOMER'S TYPED NAME AND GRADE OF SUPPLY OFFICER</p> <p>32. SIGNATURE</p> <p>33. DATE</p> <p>34. TYPED NAME AND GRADE OF APPROVING OFFICER OR DESIGNEE</p> <p>35. SIGNATURE</p> <p>36. DATE</p>				
<p>25. THE FOREGOING ITEMS ARE REQUIRED NOT LATER THAN AS INDICATED ABOVE FOR THE FOLLOWING PURPOSE:</p> <p>Must have a justification for ordering with a high priority designator.</p>				<p>37. TYPED NAME AND GRADE OF INITIATING OFFICER</p> <p>38. SIGNATURE</p> <p>39. DATE</p> <p>40. CUSTOMER'S NAME</p> <p>41. CUSTOMER'S PHONE NUMBER</p> <p>42. CUSTOMER'S TYPED NAME AND GRADE OF SUPPLY OFFICER</p> <p>43. SIGNATURE</p> <p>44. DATE</p> <p>45. OIC name for high priority requests.</p> <p>46. OIC Signature</p> <p>47. DATE</p>				

Figure 4-5: Instructions for Preparing and Sample DA Form 3953, Purchase Request and Commitment and Flowsheet.



1. This form will be used as a continuation sheet for requests submitted on DA Form 3953, Purchase Request and Commitment. Follow the example below as a guide when completing the form. Ensure you submit 2 copies of the continuation sheet with the DA Form 3953, Purchase Request and Commitment.

CONTINUATION SHEET		REFERENCE NO. OF DOCUMENT BEING CONTINUED	PAGE
		Continuation of DA 3953 Dated DDMMYY	Page # Of #
NAME OF OFFEROR OR CONTRACTOR Suggested source name.			
ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT PRICE
	<p>Customers Document Number (Current Julian Date) Nomenclature and manufacturer's part or catalog #.</p> <p>*** Leave 3/4" for additional information!</p> <p>SUGGESTED SOURCE:</p> <p>Vendor Name</p> <p>Vendor Address</p> <p>Vendor Phone Number and Fax Number</p>	UNIT	1.00
			1.00

OPTIONAL FORM 336 (4-86)

USAPPG V1.03

Figure 4-6: Instructions for Preparing and Sample of OF Form 336, Continuation Sheet.

MR 40-61, 8 Aug 00

OFFICE SYMBOL (Marks Number)

DATE

MEMORANDUM THRU Chief, Logistics Division

MEMORANDUM FOR Chief, Materiel Management Branch

SUBJECT: Request for Stockage

1. Request the following item be considered for stockage in the Medical Supply Warehouse:
 - a. NSN:
 - b. Nomenclature:
 - c. Estimated Monthly Usage:
 - d. Number of Times Ordered within the last year:
2. Justification:
3. Source: (only if using nonstandard item)
4. Point of contact and telephone number.

SIGNATURE OF REQUESTOR

SPECIAL INSTRUCTIONS:

Only one item per memorandum.

Requestor must be on signature card.

Figure 4-7: Sample Request for Stockage Memorandum.

Customer Transaction Register

1. Source: Automatically generated as a result of processing TAMMIS Monthly cycle.
2. Frequency: Monthly
3. Recipient: Customer by Activity.
4. Sequence: Major: Customer DODDAC and Minor: Document Number.
5. Application: Provides the customer a complete list of all transactions processed for his/her activity during the previous months cycle. This report should assist the customer in document control.
6. Key to Daily Customer Transaction Report. (Same as attached.)
 - (1) Customer Name
 - (2) DODDAC
 - (3) Date of Report
 - (4) APC (Q)
 - (5) Transaction Date
 - (6) Document Number
 - (7) Type of Transaction/Reversal
 - (8) Stock Number
 - (9) Nomenclature
 - (10) Unit of Issue
 - (11) Quantity
 - (12) Unit Price
 - (13) Extended Price
 - (14) Total amount charged to your account this FY.

Figure 4-8: Instructions for Reading and Sample Customer Transaction Register.

[illegible][illegible]

Figure 4-8 (cont'd): Instructions for Reading and Sample Customer Transaction Register.

MR 40-61, 8 Aug 00

Customer Due Out Report

1. Source: Automatically generated as a result of processing TAMMIS Monthly cycle.
2. Frequency: Monthly
3. Recipient: Customer by Activity.
4. Sequence: Major: Customer DODDAC and Minor: Document Number.
5. Application: Provides the customer a complete list of all transactions processed for his/her activity during the previous months cycle. This report should assist the customer in document control.
6. Key to Daily Customer Transaction Report. (Same as attached.)

- (1) Customer Name
- (2) DODDAC
- (3) Date of Report
- (4) APC (Q)
- (5) Document Number
- (6) Status of Request
- (7) National Stock Number
- (8) Nomenclature
- (9) Unit of Issue
- (10) Quantity Cancelled
- (11) Quantity Issued
- (12) Quantity Due Out
- (13) Extended Price

Figure 4-9: Instructions for Reading and Sample Customer Due Out Report.

Customer Due Out Report

[illegible]

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MR 40-61, 8 Aug 00

Medical Materiel Complaint Memorandum

1. Medical Materiel complaints will be submitted to MMB in memorandum format. Complete the memorandum as explained below and submit in 2 copies.

OFFICE SYMBOL (Marks Number)

DATE

MEMORANDUM FOR: Chief, Materiel Management Branch, ATTN: Quality Control Section

SUBJECT: Medical Materiel Complaint.

1. Be sure to include the following information in as much detail as possible:

- a. Activity Submitting Complaint
- b. Type Complaint, I, II or III
- c. National Stock Number
- d. Item Description
- e. Name of Manufacturer
- f. Source of local purchase items if known, otherwise N/A
- g. DLA Contract Number if known
- h. Lot Number
- i. Serial number, for equipment only
- j. Model Number
- k. Recommendations and/or additional remarks
- l. Action taken

INITIATORS SIGNATURE BLOCK

Figure 4-10. Instructions for Completing and Sample Medical Materiel Complaint Memorandum.

MR 40-61, 8 Aug 00

DD Form 577, Signature Card

1. NAME (Type or print) Name of individual authorized to request or receive.	2. PAY GRADE E/O-Grade	3. DATE Date
4. OFFICIAL ADDRESS Unit or activity address.		
5. SIGNATURE Individual's signature.		
6. TYPE OF DOCUMENT OR PURPOSE FOR WHICH AUTHORIZED What is authorized to request or receive.		
THE ABOVE IS THE SIGNATURE OF THE AUTHORIZED INDIVIDUAL		
7. NAME OF COMMANDING OFFICER (Type or Print) CDR/OIC name.	8. PAY GRADE O-Grade	
9. SIGNATURE OF COMMANDING OFFICER CDR/OIC signature.		

DD Form 577, MAY 88 *Previous edition may be used until exhausted* **SIGNATURE CARD** 115&P& V1 00

Figure 4-11: Instructions for Completing and Sample DD Form 577, Signature Card.

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Chapter 5
Optical Fabrication Laboratory

Section I. GENERAL

5-1. PURPOSE: To inform all supported activities of the functions, policies, and procedures relative to obtaining single vision male and female standard issue spectacles, protective mask inserts (M-40, M-17A1, and M-17) for military personnel on POR/POM status, trainees in reception centers, and all other authorized personnel.

Section II. REQUISITIONING PROCEDURES

INSTRUCTIONS: Upon the receipt of a prescription, Spectacle Order Form, DD Form 771, Eyewear Prescription, authority of the medical officer when required by regulations, the Optical Laboratory fabricates, repairs, and/or replaces single vision prescription lenses or any part thereof for all military personnel within Fort Sill, Oklahoma.

PRIORITY: Prescriptions for trainees in the reception center and personnel on POR/POM status take priority over all other prescriptions, for military eyewear, regardless of the order date. Trainee prescriptions require a twenty-four hour turn-around, and POR/POM require immediate attention upon receipt.

a. Spectacle order forms stamped by the originating agency with POR/POM, RUSH or RTO in the special lens or frame section of the prescription form will have priority IAW AR 40-63/NAVMEDCOMINST 6810.1/AFR 167-3. These prescriptions will be processed immediately within the laboratory.

b. Spectacle orders submitted with the words "Trainee" stamped or written in the special lens or frame section of the prescription, are for enlisted personnel undergoing basic training, on Fort Sill. These prescriptions have second priority and will be fabricated to meet delivery date schedules by the originating clinics (FORSCOM requirements).

c. All other spectacle orders not identified as stated in paragraph a. or b. above will be processed routinely. When processing RUSH, RTO, Trainee, and POR/POM prescriptions in great quantity, the routine prescriptions will be set aside until higher priority prescriptions have been completed. However, all prescriptions will be processed by the editing section the same day of receipt.

Section III. RETURNS

3-1. Spectacle prescriptions not conforming with existing AR 40-63/NAVMEDCOMINST 6810.1/AFR 167-3 will be returned to the originating clinic for necessary action and final disposition. A letter explaining the reasons why the order was returned will be attached.

MR 40-61, 8 Aug 00

Figure 5-1 DD Form 771 Spectacle Order Form

MR 40-61, 8 Aug 00

MCUA-L

The proponent of this regulation is Department of Logistics. Users are invited to submit comments and/or suggestions to Reynolds Army Community Hospital, CDR USAMEDDAC, ATTN: MCUA-L, Fort Sill Oklahoma 73503-6300.

FOR THE COMMANDER:

OFFICIAL:

STEPHEN WILKINSON
LTC, MS
Deputy Commander for
Administration

CYNTHIA A. JONES
Administrative Officer

DISTRIBUTION:
A
MEDDAC Intranet

APPENDIX A

MAINTENANCE SUPPORT PROCEDURES

1. EQUIPMENT USER/OPERATOR MAINTENANCE. The quality of all medical equipment is directly related to the extent of user care provided.

a. Users are responsible for:

(1) Ensuring all medical equipment is correctly identified on property hand receipt, and property bar code is prominently displayed.

(2) Performing monthly operational checks and serviceability inspections of all medical equipment. Emergency equipment (defibrillators, crash carts, narcotic cabinets, life support monitors, etc.) will be tested and inspected during each change of shift.

(3) Performing before, during and after operational and post operational checks and service. Services include verifying operation, cleaning exterior surfaces, cleaning air filters, removing tape, dirt, and lint; replacing light bulbs and accessories that are removable without the use of tools.

(4) Checking battery-operated equipment performance while equipment is not plugged into receptacle, and visually inspecting user-replaceable batteries for leakage.

(5) Checking electrical power cords for cracks or tears in insulation and for physical displacement of cords from plug receptacles.

(6) Checking equipment for safe fluid levels.

(7) Verifying that all accessories are present in proper working order, and stored so as not to cause damage.

(8) Tagging equipment that needs repair with Unserviceable (Condemned) Tag Materiel, DD Form 1577, to ensure that it will not mistakenly be used prior to repair by EMB.

(9) Filing performance test and serviceability inspection check list IAW AR 25-400-2, The Modern Army Recordskeeping System (MARKS) file system for Preventive Maintenance Schedule files.

(10) Ensuring that sufficient quantities of spare user-replaceable accessories are kept on hand as a precaution against unnecessary failure rendering the medical equipment useless. User-replaceable parts include: batteries, light bulbs, electrodes, filters, and accessory items that are replaceable without the use of tools. Users can obtain information on user responsibilities from the manufacturer's literature which should be kept on hand in every department as required by Joint Commission Accreditation on Healthcare Organizations (JCAHO).

b. Each hand receipt holder will maintain one copy of manufacturer's operating literature for each type of medical equipment on the hand receipt. Continuous effort will be made to acquire missing copies.

c. Each department will conduct user orientation and periodic training as required by JCAHO Standard EC.1.8. Training will emphasize use, as well as care, of medical equipment. All training will be document in employees CBO folders.

APPENDIX A (cont'd)

2. SCHEDULED MAINTENANCE.

a. All accountable medical equipment received by MEDDAC, Fort Sill will be processed through MEDDAC Property Book Number 22. Equipment will be completely inventoried and tested prior to issue. Equipment will be scheduled for periodic maintenance by EMB in accordance with recommendation of equipment manufacturer, pertinent Army, MEDCOM, JCAHO, and safety regulations.

b. The following three types of services may be scheduled:

(1) Preventive Maintenance (PM). PM covers all actions performed in an attempt to retain an item in a specified condition by providing systematic inspections, detection, and prevention of incipient failures.

(2) Electrical Safety Testing. Safety tests provide information to the repairer that describe electrical current flow characteristics of the equipment. Deteriorated power cords are the most common cause of failed electrical safety test. The test verifies that the path of least resistance for current flow is through the power cord rather than the human body.

(3) Calibration/Verification/Certification. Calibration/verification/certification is the comparison of a medical instrument of unverified accuracy with a test instrument of known and greater accuracy, which is traceable to National Institute of Standards and Technology, to detect and correct any discrepancy in the accuracy of the unverified instrument.

c. Verification of Calibration Labels:

(1) Medical Equipment Verification/Certification Label, DD Form 2163. The purpose of this label is to inform equipment users as to whether or not equipment is within calibration. Users are responsible for inspecting this label prior to each use of the equipment. If a label is found to be past the review date posted on the label, the user must remove the equipment from use and notify the EMB.

(2) Defibrillator Energy Output Certification Label, DA Label 175. The purpose of this label is to inform the equipment user of the actual defibrillator output at a given setting. Users are responsible for inspecting this label prior each use of the Defibrillator. If a label is found to be past the review date posted on the label, the user must remove the equipment from use and notify the EMB.

d. Not Located Equipment: Items which cannot be located by the medical equipment repairer during services will be reported to the hand receipt holder and the Property Book Officer (PBO). The hand receipt holder will have five working days in which to notify the EMB of the location. If after five days the hand receipt holder has not located the item(s) the hand receipt holder and PBO will prepare a report of survey.

3. UNSCHEDULED MAINTENANCE.

a. It is the responsibility of the equipment user to inform the EMB when equipment has failed to function. Portable equipment will be delivered to the EMB. Non-portable equipment will be repaired on-site. Upon receipt of the maintenance information (MMCN number i.e., F0001), the work order clerk will assign a work number to the request and the receipt copy of MEDCOM Form 643 will be returned to the requestor. On-site repair request will be made by telephone.

b. Like items which do not appear on the users hand receipt, may be grouped on one request using the group managed "Z" material management control number (MMCN).

APPENDIX A (cont'd)

c. Work order priorities for repair and services have been established in accordance with the Army Medical Department Property Accounting System (AMEDDPAS), ADSM 18-HL3-RPB-IBM-UM. Each hand receipt holder is provided a listing of priorities assigned to their equipment. It is the responsibility of the hand receipt holder to inform the EMB of equipment requiring high priority repair consideration based on the use of equipment to sustain life, level of patient care for the clinic/unit and importance of the equipment regarding the mission of the unit or clinic.

4. DISPOSITION INSTRUCTIONS FOR AUTOMATED MAINTENANCE REQUEST, MEDCOM FORM 643:

a. Receipt Copy. The copy previously returned to the user as a receipt for the equipment, is destroyed by EMB, when equipment is returned to the user. If the receipt copy cannot be located the hand receipt holder or designated representative will be required to enter a statement to that effect in section 2 of the Automated Maintenance Request, MEDCOM Form 643, at the time the equipment is picked up.

b. The file copy will be retained by the EMB for a period of 360 days after the work order close date.

c. The organization copy will be retained by the activity requesting the repair for a period of 90 days after the receipt, except for the Department of Pathology which will retain them during the life of the equipment.

5. MAINTENANCE RELATED PROGRAMS.

a. Maintenance provided by EMB. Normal hours of operation are 0730-1630 Monday through Friday. After normal duty hours emergency repairs shall be accomplished by calling the NCOD.

b. Contract Maintenance.

(1) The Equipment Maintenance Manager will establish and maintain a system for monitoring contract service. Contract service will be used in accordance with the mission requirements of the EMB, and its manpower capabilities.

(2) Users of hospital-owned medical equipment will not make service calls directly to vendors for the purpose of establishing or coordinating maintenance services. All service calls will be initiated by the EMB.

(3) Services may be requested by designated individuals from departments with medical equipment under reagent/rental agreement. This equipment will be placed on the USA MEDDAC property book. Periodic services required by the manufacturer will be scheduled on the maintenance data base as if the equipment were Army-owned. A copy of each service report provided by the vendors will be provided to Chief, EMB. Department of Army personnel will ensure the service report contains a clear description of the problem, corrective action, number of hours to perform the service, replacement part description, part number, part price, hourly labor rate, and the name of the visiting service person performing the work. This action is required by College of American Pathologists (CAP), JCAHO, and AR 40-61, in order to develop a complete maintenance history for each item.

(4) When contractual services are performed on site, the equipment users will ensure the integrity of the service performed, and may sign the service report indicating a service was performed to their satisfaction.

APPENDIX A (cont'd)

(5) EMB must be provided the service report for payment purposes. All service performed will be captured on the Army Medical Department Property Accounting System (AMEDDPAS) historical data record system.

(6) The Equipment Maintenance Manager will initiate all service contracts required on either an annual or one-time basis. Annual contracts will be identified on the AMEDDPAS Warranty/Contract Report.

c. Warranty Service.

(1) The Equipment Maintenance Manager will ensure that medical equipment warranties are identified on the AMEDDPAS Warranty/Contract Report. A warranty service report file will be established for monitoring service problems.

(2) Equipment users will not make warranty service calls to vendors for on-site service or send equipment to them. EMB will make contact with the vendor, make arrangements for service, and inspect service rendered upon completion. This is required to ensure that a complete maintenance history is developed and to track persistent failures in new equipment.

(3) In-house repairs will not be performed on equipment under warranty without prior approval from the warrantor.

d. Medical Stand By Equipment Program (MEDSTEP).

(1) MEDSTEP items are selected major components or stand alone items that are used to temporarily replace existing like items that are in repair to prevent down-time on mission essential equipment.

(2) The following guidelines will be followed when evaluating eligibility for MEDSTEP additions:

(a) Equipment must be mission essential. When the equipment is not operational, the section's operation ceases.

(b) Equipment must not be under an annual service contract.

(c) In-house MEDSTEP assets will not duplicate those maintained by United States Army Medical Material Agency (USAMMA).

(d) MEDSTEP assets will not be used to replace uneconomically repairable items or to fill in from equipment shortages.

6. LOANED/LEASED EQUIPMENT. At no time shall loaned or leased equipment be introduced into this activity without first receiving a complete functional and electrical safety inspection. All loaned or leased equipment shall meet the electrical safety standards set forth by NFPA 99. MEDDAC Memo 40-60, Vendor Demonstrations or Material Examinations of Medical Equipment or Supplies Within the Hospital, outlines the requirements for medical equipment used for demonstrations.

7. ALTERATION OF MEDICAL EQUIPMENT. The Medical Maintenance Manager will ensure that alteration or modification which changes medical equipment function, does not occur without proper prior approval (i.e., manufacturer's notice of modification, or as recommended in Department of the Army Supply Bulletins).

APPENDIX A (cont'd)

Modification will be documented through the use of a modification work order. Modifications will not be implemented until they have been reviewed and approved by the AMEDD National Maintenance Point.

8. MAINTENANCE RELATED PARTS/SUPPLIES.

a. Maintenance-Related Supplies. Two types of maintenance-related supplies are authorized in accordance with DA PAM 710-2-2, chapter 24, for support level maintenance as follows:

(1) Bench Stock: Bench stock are low cost, consumable non-medical class items (e.g., nuts, bolts, screws, shrink tubing, wire, ic chips, resistors, etc.) used by repair persons, at an unpredictable rate, in the process of repair of medical equipment.

(2) Shop Stock (demand supported stock): Shop stock parts are select items for stockage based on three demands within 180 days in the process of repairing medical equipment. These supplies are consumed by the EMB during the course of repair of medical equipment and are not provided as user-replaceable parts.

b. User-Replaceable Parts.

(1) It is the responsibility of every equipment user to maintain consumable supplies as needed to ensure continued use of medical equipment. Consumable supplies include detachable patient cables, light bulbs, probe tips, air filters, electrodes, etc.

(2) User-replaceable supplies with a stock class of 6500, will be ordered by the user through Material Branch.

(3) Other user maintenance supply items with non medical class stock or part numbers, such as light bulbs and alkaline batteries, will be ordered through GSA. If items are not available through the GSA catalog, request will be processed through the Material Branch.

APPENDIX B

RECEIPT, TURN-IN, AND DISPOSITION OF MEDICAL EQUIPMENT

1. TECHNICAL INSPECTION (TI). Technical inspections of medical equipment involves analysis of equipment with regard to serviceability standards and performance tests.

2. TYPES OF TECHNICAL INSPECTIONS. The following types of TIs will be performed by a medical equipment repairer (MER) in accordance with AR 750-1, TB MED 7 and manufacturer's literature.

a. Acceptance/Pre-issue. This is inspection of newly procured medical equipment prior to acceptance and issue into the health care delivery system.

(1) Material Branch will deliver newly received medical equipment to EMB with a request for TI work order. The Material Branch shall meet the prompt payment requirements, stipulated in AR 37-107, 2-5d, regardless of whether or not a complete TI has been performed by the EMB. However, should discrepancies be noted during the TI process, appropriate action will be taken.

(2) EMB will TI the equipment to ensure the delivered equipment is complete in accordance with the specifications of the contract, operational, and safe for patient use. Attention to detail shall be given to this process to take advantage of vendor installation and avoid loss of warranty due to unauthorized handling. The complete TI will be performed within three days of the Material Branch receipt.

(3) Vendor installed equipment will be accounted for by Material Branch and not issued to Property Book Section, EMB until it has been installed per contract specifications. Payment for said equipment will be in accordance with contract requirements.

(4) Property Book Section will assign the equipment to the property book and hand receipt it to the requesting activity.

(5) No equipment should be delivered directly to the end user without processing through the PBO. However, should such delivery occur, the end user/hand receipt holder is required to notify the PBO immediately. The PBO will coordinate the proper receipt and inspection with the Material and EMB chiefs.

b. Turn-in (used equipment). This is inspection of used medical equipment to identify serviceable condition for future use. The TI for serviceability may only be requested by the Property Book Section, EMB or Material Branch.

(1) Inspection is to ensure serviceability or repairability of an item removed from service. Functioning equipment turned in to the Property Book Officer (PBO) by a ward or clinic need not be routinely technically inspected for reissue to another activity within the medical treatment facility (MTF). However, if the PBO determines that a TI is required prior to reissue, the request for coding will be in accordance with AR 40-61.

(2) Inspection of used medical equipment to be reported as excess will be in accordance with AR 40-61. The PBO will indicate the following in Section 2 of the MEDCOM FORM 643 (Automated Maintenance Request): "Request TI (classification) for Reporting Excess."

3. MAINTENANCE EXPENDITURE LIMITS (MEL). TB MED 7 contains guidance for determining maintenance expenditure limits for medical equipment. Maintenance is not authorized when the estimated cost one-time cost of repair would exceed the MEL unless a waiver has been approved by the Hospital Commander or the Chief, Logistics Division.

APPENDIX B (cont'd)

4. POLICY REGARDING WAIVERS.

a. Existing policy and implementing instructions concerning one-time repair limitations are specific. These policies are outlined in AR 40-61 and TB MED 7. Implementing guidance is in a variety of technical bulletins. Policy in this area consistently emphasizes the personal attention of commanders in the management of maintenance operations. Guidance recognizes that the need for a medical item is clinically driven; however, the method used to satisfy that identified need is resource driven. While a clinician may be in the best position to determine the need, the clinician is not in the best position to decide how the need will be satisfied.

b. The basic philosophy of the waiver policy is to provide for controls to preclude the routine use of repair funds on equipment that should be replaced rather than repaired.

c. The policy governing repair waivers as stated in AR 40-61 and TB MED 7 is clear. Granting waivers is a command function, not a clinical function. Equipment users are responsible to ensure replacement equipment is ordered in a timely manner to prevent the use of waivers due to excessive expenditures.

d. The EMB has the responsibility for coding medical equipment and notifying the user (ward, clinic, service, etc.) when the item is unserviceable or uneconomically repairable.

e. Users will be notified by memorandum routed from the Chief of EMB, through the Chief of Logistics, to the equipment user. The waiver will identify the shortcoming that prevents repair from being performed.

f. The equipment user must make the determination whether the equipment is required or whether the section can wait for a new one to be purchased.

(1) If the repair is not desired, the user must complete the first endorsement and return the correspondence to EMB.

(2) In the event the repair is needed because the equipment is essential to mission performance, the user must complete the first endorsement, and forward the correspondence to the Hospital Commander or Chief, Logistics for approval/disapproval. Chief, Logistics Division will approve all waivers where the unit price falls below the Medical Care Support Equipment (MEDCASE) threshold. Hospital commander will approve waivers above the MEDCASE threshold. A brief justification is necessary. Reference should be made to the MEDCASE or CEEP case number showing a replacement has been requested.

g. Equipment users will review equipment requirements and schedule the purchase of replacement equipment annually. The use of waivers reflects poor equipment requirements forecasting.

APPENDIX C
EQUIPMENT FAILURES/RECALLS/ALERTS/USER ERRORS

1. Equipment Failure/Serious Incident. Anytime a piece of medical equipment fails to operate while in support of a patient, the user is required to submit a Quality Assurance/Risk Management Document, DA Form 4106, along with a work order request to EMB. Medical Equipment Repairer must investigate the cause and report findings IAW the Safe Medical Devices Act (SMDA).
2. Medical Device Recalls/Alerts. EMB is responsible for informing hand receipt holders of any medical device recalls/alerts pertaining to equipment on their hand receipt. EMB must also report all recalls/alerts to the Environment of Care Committee on a monthly basis. Samples of such notices are found in appendix C, figure 1 of this regulation.
3. Operator/User Related Equipment Errors. EMB is responsible for conducting monthly reviews of all completed work orders. When evidence of possible operator/user related equipment error is found to have contributed to the cause of the equipment malfunction, a notice is sent to the hand receipt holder owning the equipment. Samples of such notices are found in appendix C, figure 1 of this regulation. Hand receipt holders are required to respond to such notices IAW appendix C, figure 2 and 3 of this regulation.

APPENDIX C (cont'd)

MCUA-LEQ (385)

23 March 00

MEMORANDUM FOR Environment of Care Committee

SUBJECT: Medical Equipment Management Program EC.1.8

1. The following information is provided for the Safety Committee Minutes:

a. Selecting and Acquiring Medical Equipment:

Issue: FY 00 CEEP/MEDCASE Listing

Action/Recommendation: New equipment requirements (unfunded) for FY 00 are \$1,711,435.80 (\$371,435.80/\$1,340,000.00) see enclosure.

Status: None.

Evaluation: Issue is on going.

b. Inspection, Testing, and Maintenance:

Issue: Monthly Maintenance Summaries

Action/Recommendation: Listed below is a maintenance summary for the month of February 2000.

February 2000

Scheduled Maintenance

	<u>Actions Scheduled</u>	<u>Actions Performed</u>	<u>Completed Percentage</u>	<u>Minimum Acceptable Performance Level</u>
PMCS	254	245	96.46%	90.0%
ST	212	206	97.17%	90.0%
CL	110	105	95.45%	90.0%

19 ACTIONS WERE NOT PERFORMED ON 6 items

Not Located Actions: 11

In Repair Actions: 8

In Use Actions: 0

Work Center Cancel Actions: 0

System Cancel Actions: 0

Figure 2-1 - Medical Equipment Management Program EC.1.8

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APPENDIX C (cont'd)

MCUA-LEQ

SUBJECT: Medical Equipment Management Report

Unscheduled Maintenance
Work Orders

On Hand	Received	Completed	Canceled	Balance
113	243	277	5	74

c. Medical Equipment Hazard Alert/Recalls:

Issue: Voluntary Manufacture Recall on Siemens Servo Ventilator 900.

Action/Recommendation: Received a voluntary manufacture recall on 9 February 2000 for a potential problem with a non-return valve. The recommended parts were placed on order the same day. Received the new non-return valves on 8 March 2000 and completed the recall/work-orders on 11 March 2000. Listed below are the Medical Management Control Numbers (MMCN) and location:

MMCN	Location
C4316	Respiratory Therapy
C4317	Respiratory Therapy

Status: Completed

Evaluation: Item is closed

d. New Equipment Failures/User Error Reports: None

e. Medical Equipment Orientation and Education: None

2. Point of contact for this memorandum is

Figure 2-1 - Medical Equipment Management Program EC.1.8 (cont'd)

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APPENDIX C (cont'd)

S: 11 October 1999

MCUA-LEQ (385)

4 October 1999

MEMORANDUM FOR NCOIC _____

SUBJECT: Operator/User Related Equipment Errors

1. The enclosed listing indicates that one or more equipment related failures occurred as a result of operator/user error within your clinic/activity during the month of September 99. This listing is based on an evaluation of the equipment for which you submitted a work order.
2. Each incident resulting in equipment failure from operator/user error needs to be documented to determine the cause. The cause of the error may be the lack of documentation such as operator manuals, or lack of training on the use or maintenance of the specific piece of equipment. However, in each case equipment failures affect the safety of the patient and operator. Action must be taken to preclude a reoccurrence.
3. All equipment failures are required to be documented and submitted to the Environment of Care Committee.
4. A sample checklist is provided for your information on how to properly respond.
5. Point of contact for this memorandum is the undersigned.

Encl

CF:
QA/Risk Manager
Safety Manager

Figure 2-2 - Operator/User Related Equipment Errors

APPENDIX C (cont'd)

Operator/User Related Equipment Errors Checklist

Request response in writing to the EMB answering the questions listed below. These requirements are consistent with the 1999 JCAHO Standards (EC 1.8.).

1. This checklist should be used to address each of the following areas:

a. Enter the work order and incident number pertaining to the attached incident report:

MSCN: _____

Incident #: _____

b. Discussion of the problem. (Complaint)

2. (a) What was the equipment failure?

(b) Describe how the equipment failed and the operator's immediate action to correct the malfunction.

3. Did the operator have a copy of the operator's manual? Yes ____ No

4. Was the operator trained on the piece of equipment as part of the Competency Based Orientation? Yes ____ No

5. Did the operator follow the instructions in the user's manual? Yes ____ No

6. Was operator maintenance being performed in accordance with the instructions included in the operator's manual? Yes ____ No

c. Prior to implementing any corrective action, confirm that the corrective action is appropriate to the equipment failure.

d. What action has the section initiated to preclude a reoccurrence of the equipment failure:

7. Do you need an operators manual? Yes ____ No

8. Did your investigation identify a need for training? Yes ____ No

9. Is training documented in the employee's CBO? Yes ____ No ____ N/A

Figure 2-3 - Operator/Users Related Equipment Error Checklist

APPENDIX D
MEDICAL MATERIAL COMPLAINTS

1. Complaint Policy. According to the Safe Medical Device Act (SMDA) of 1990, medical device user facilities are required to report incidents that reasonably suggest there is a probability that a medical device has caused or contributed to the death, serious injury or serious illness of a patient, effective September 1991. Material found to be injurious or unsatisfactory will be reported on SF Form 380, Reporting and Processing Medical Material Complaints/Quality Improvement Report. See AR 40-61, figure 3-1 for a completed sample of SF Form 380. The items will be thoroughly evaluated before submitting the complaint.

2. Types of Material Complaints.

a. Type I Complaints. Complaints submitted on supplies or equipment determined by use or testing to be harmful or defective to the extent that its use has or may cause death, injury or illness.

(1) Immediate action must be taken to report such items and suspend their use.

(2) Only a chief medical or dental officer familiar with the details can initially classify a Type I complaint.

b. Type II Complaints. Complaints used to report material other than equipment that is suspected of being harmful, defective, deteriorated, or otherwise unsuitable for use.

c. Type III Complaints. Complaints relating to equipment determined to be unsatisfactory because of malfunction, design, workmanship or performance. A Type III Complaint does not require suspension of the item.

3. Definitions.

a. A medical device is an article that is:

(1) Recognized in the official national formulary, or the U.S. Pharmacopedia, or any supplements.

(2) Intended for use in the diagnosis of disease or other conditions, or in the cure, mitigation, treatment or prevention of disease, in man or other animals.

(3) Intended to affect the structure or any function of the body of man/animal, and which does not achieve its principles intended purposes through chemical action on the body of man/animal and which is not dependent upon being metabolized for the achievement of any of its principles intended purposes.

(4) Examples include: Anesthesia machines, defibrillators, pacemakers, catheters, thermometers, patient restraints, hearing aids, blood glucose monitors, x-ray machines, etc.

b. Serious injury or serious illness:

(1) Is life threatening.

(2) Results in permanent impairment of a body function or permanent damage to a body structure.

(3) Necessitates immediate medical or surgical intervention to preclude permanent impairment of a body function or permanent damage to a body structure.

APPENDIX D (cont'd)

4. Submitting Material Complaints.

- a. Complaints will be submitted to the Quality Improvement Management Coordinator, Material Branch, Logistics Division.
- b. When submitting complaints on SF 380, the routing identifier code of the complaint will be shown in the "NO." block (upper right hand corner). Reference Defense Logistics Agency Customer Assistance Handbook, page 42.
- c. Complaints on nonstandard items procured through DPSC will cite the purchase order number and document number.
- d. Type III complaints will include photographs and drawings of equipment when they will help describe the complaint.
- e. Send five copies of the SF Form 380 to Defense Personnel Support Center, ATTN: DPSC-ATQ-CCT, 2800 South 20th St., Philadelphia, PA 19101-8419.
- f. Information copies of all complaints will be sent to Staff Director, DMSB, Fort Detrick, Frederick, MD, 21701-5001.

APPENDIX E
MEDICAL INSTRUMENT RECYCLING PROGRAM (MIREP)

1. DEFINITIONS.

a. Medical instrument recycling is a program initiated to extend the useful life of durable medical instruments through reconditioning.

b. Durable instruments are those that cost more than \$8.00 each and are listed on the Army Master Data File (AMDF) with accounting requirements code (ARC) of "D." Similar nonstandard items are also accepted for recycling.

c. Recycling is the restoring of instruments to a like-new condition. The process includes repair, adjustment, redefining hatches, sharpening, cleaning, and polishing instruments as required.

2. ESTABLISHING SERVICE SUPPORT.

a. An annual service contract will be established with a company that provides mobile instrument service to perform as much of the recycling process on site as possible.

b. Periodic visits will be scheduled by Central Material Supply (CMS), through EMB, when there are more than 40 instruments on hand to recycle. Instruments that require immediate service will be delivered to EMB and subsequently mailed to the vendor for service.

3. ACCOUNTABILITY OF SERVICED INSTRUMENTS.

a. OR/CMS will record the instruments that are submitted for recycling indicating nomenclature, quantity, and date turned over to the vendor for service.

b. EMB will compare the vendors service report against the list prepared by CMS to ensure payment is made only for the service performed.

4. DISPOSAL OF UNSERVICEABLE INSTRUMENTS. Instruments that are identified as unserviceable will be grouped according to type and submitted to EMB on work request MEDCOM Form 643. One MEDCOM FORM 643 will be submitted for each type of instrument. The blue copy of MEDCOM FORM 643 will be used by CMS as justification to order new instruments of similar type. The equipment will then be turned in to Material Branch, by EMB, as scrap metal in accordance with DA Pamphlet 710-2-2.

PURCHASE REQUEST (DA FORM 3953)

1. Follow these procedures only when ordering a single item. When ordering two or more items follow instructions (figure 3-3).

2. Purchase Request, DA Form 3953 Preparation.

a. A sample DA Form 3953 (Purchase Request) is provided with these instructions. Only complete the blocks below. Leave all other blocks blank. Prepare a separate purchase request for each suggested vendor. This form must be submitted in five copies (carbon copies not xeroxed). If additional space is needed, use Continuation Sheet, OF Form 336 (figure 3-4).

b. DATE: Enter the date the purchase request is prepared.

c. PAGE_____OF_____PAGES. If only the DA Form 3953 is used, put Page 1 of 1 Pages. If OF Form 336 is needed, put Page 1 of 2 Pages, (or Page 1 of 3 Pages, etc., depending on how many continuation sheets are used). This information helps keep track of all documents in your request.

d. PURCHASED FOR: Enter your clinic/ward/service, Z account number, and hand receipt number.

e. DELIVERED TO: Enter as shown in example.

f. NOT LATER THAN (Date):

(1) Enter the date the item is required. On a routine request (IPD "13") this date should be no sooner than 30 days from date of request. On a high priority request (IPD "06" or "03"), indicate the date you must have the item by.

(2) On a routine request, enter "13" next to the date in this block. If the request is a high priority, enter an "06" or "03" next to the date. NOTE: If the request is an "06", route it through Chief, Logistics Division, for approval in the COMMANDING OFFICER OR DESIGNEE block at the bottom right of the form. If the request is an "03" (emergency), you must obtain the Commander's signature in the COMMANDING OFFICER OR DESIGNEE block at the bottom right of the form.

g. LOCAL PURCHASE AUTHORIZED . . . BY: Place an X in the block and enter the following: AR 40-61, AR 710-2.

h. ITEM: Sequentially list items being requested, starting with number "1."

i. DESCRIPTION OF SUPPLIES OR SERVICES:

(1) Enter the description of the item being ordered. Leave three clear spaces above and five spaces below the description.

(2) Provide a complete description of the item to be procured to include nomenclature and catalog number/stock number/part number from vendor catalog. If available, provide a copy of the page from the vendor's catalog. This helps ensure that the correct item is ordered.

(3) When requesting a service, explain in detail the service being requested.

(4) If labels are being requested furnish examples of the type desired. If measurements are required for proper sizing ensure that they are accurate.

(5) Provide complete name, address, and telephone number (if known) for source of supply.

(6) Use OF Form 336 (Continuation Sheet) if insufficient space is available on the DA Form 3953.

(7) If operator and/or maintenance manuals are required include a request for two copies of all required literature.

j. QUANTITY: Self-explanatory.

k. UNIT: Enter the unit of issue in which the item is available.

l. ESTIMATED UNIT PRICE: Self-explanatory.

m. ESTIMATED TOTAL COST: Self-explanatory.

n. AMOUNT: Enter the total amount of the order.

o. THE FOREGOING ITEMS ARE REQUIRED PURPOSE: Enter a brief justification for why the item/service is being requested.

p. INITIATING OFFICER: Enter the name, grade, and telephone number of the person authorized to request/receipt for supplies as listed on the activity's DA Form 1687. Date and sign before bringing to EMB.

Figure 3-5. Sample DA Form 3953 for Multiple Item Request

1. Use OF Form 336 whenever there is not enough room on the DA Form 3953 to enter all required information or when more than one item or service is being ordered. Use as many OF Form 336 as necessary to place your entire order from a single vendor. Submit the form in five copies (carbon copies).

2. As with the DA Form 3953, leave three clear spaces at the top of the first item description on this sheet and leave 5 spaces in-between items.

a. The first OF Form 336 will always be page 2. The next will be page 3, and so on.

b. Put the source of supply on the OF Form 336.

c. If any additional explanatory information is required about your request (for example, delivery schedules), include information of this type on the continuation sheet.

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SAMPLE MEMO OF EQUIPMENT REQUISITION STATUS

MCUA-LEQ

21 Jan 00

MEMORANDUM FOR _____, ATTN: _____

SUBJECT: Equipment Requisition Status

1. Enclosed is a copy of your DA Form 3953. This form has been processed by the Property Book Office and has been submitted to the Material Branch for purchasing.

2. You can inquire on the status of your purchase by accessing the Remote Customer Menu in TAMMIS. Make sure you use the Property Book **W44DVQ** document number highlighted on your DA Form 3953. See an example of the TAMMIS screen below:

* **REVIEW, MODIFY, OR CANCEL CUST REQUESTS** **SCRST: BROWSE** **sls_014.2**

	DODAAC	Date/Serial	Status
Document Number:	_____	_____	_____
APC/Fund Code	_____		
Stock Number:	_____	UI: _____	Nomen: _____
Quantity Requested:	0	FY: _____	
Quantity Cancelled:	0		
Quantity Due-out:	0		
Priority:	0		
	RDD: 000		
Last Status Sent: _____		Advice Code:_____	
Supply Status Cd: _____		Demand Code:_____	
Est Shipment Dt: _____		M&S Code:_____	
PO Number:_____		Supplementary Address:_____	
		Suffix Code:_____	

3. If you have any further questions concerning your equipment purchase please contact the Property Book Office at

APPENDIX F

DEFINITIONS AND ACRONYMS:

ADPE: Automated Data Processing Equipment

APC: Account Processing Code – Alphanumeric code used to cost a customers account.

ASL: Authorized Stockage List - Those items that are stocked in the MMB warehouse.

DOC: Directorate Of Contracting

DODAAC: Department Of Defense Activity Address Code -

DS: Direct Support

EIP: Expendable Issue Point

FAD: Force Activity Designator

GS: General Support

HHT: Hand Held Terminal – Device used to scan and upload shortages into TAMMIS.

HP: High Priority

IMSA: Installation Medical Supply Activity

IMS: Inventory Management Section

LAN: Local Area Network

MDS: Materiel Distribution Section

MEDCOM: Army Medical Command

MMB: Materiel Management Branch

MSO: Medical Supply Officer

NCOD: Non-commissioned Officer Of The Day

NSL: Non-authorized Stockage List

NSN: National Stock Number

OTC: Over-The-Counter

PD: Priority Designator

PV: Prime Vendor

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APPENDIX F (cont'd)

RACH: Reynolds Army Community Hospital

RDD: Required Delivery Date

RO: Reorder Objective

SSA: Supply Support Activity

SSSC: Self Service Supply Center

TAMMIS: Theater Army Medical Materiel Information System

TELNET: Telephonic Network

UI: Unit Of Issue

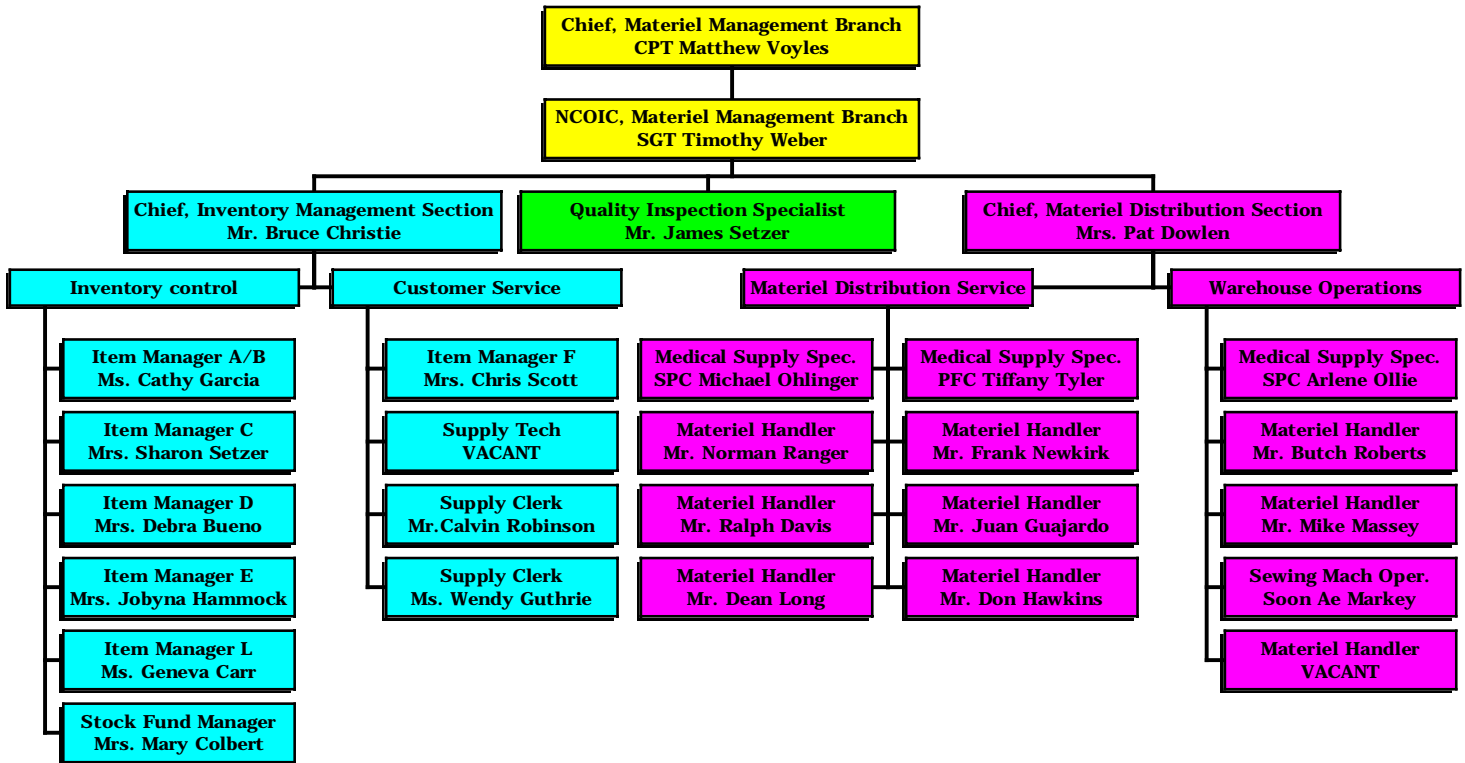
UM: Unit Of Measure

UND: Urgency of Need Designator

USAMMA: U.S. Army Medical Materiel Agency

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Materiel Management Branch Organization Chart



APPENDIX G FEDERAL SUPPLY CLASSES

FEDERAL SUPPLY CLASSES: (FSC) FEDERAL SUPPLY CLASS: A four digit code that is a commodity classification designed to serve the functions of supply and is sufficiently comprehensive in scope to permit the classification of all items of personnel property. In order to accomplish this, groups and classes have been established for the universe of commodities, with emphasis on the items known to be in the supply systems of the Federal Government.

- 1005 Guns, through 30 mm
- 1010 Guns, over 30 mm up to 75 mm
- 1015 Guns, 75 mm through 125 mm
- 1020 Guns, over 125 mm through 150 mm
- 1025 Guns, over 150 mm through 200 mm
- 1030 Guns, over 200 mm through 300 mm
- 1035 Guns, over 300 mm
- 1040 Chemical Weapons and Equipment
- 1045 Launchers, Torpedo and Depth Charge
- 1055 Launchers, Rocket and Pyrotechnic
- 1070 Nets and Booms, Ordnance
- 1075 Degaussing and Mine Sweeping Equipment
- 1080 Camouflage and Deception Equipment
- 1090 Assemblies Interchangeable Between Weapons in Two or More Classes

- 1095 Miscellaneous Weapons
- 1210 Fire Control Directors
- 1220 Fire Control Computing Sights and Devices
- 1230 Fire Control Systems, Complete
- 1240 Optical Sighting and Ranging Equipment
- 1250 Fire Control Stabilizing Mechanisms
- 1260 Fire Control Designating and Indicating Equipment
- 1265 Fire Control Transmitting and Receiving Equipment, except Airborne
- 1270 Aircraft Gunnery Fire Control Components
- 1280 Aircraft Bombing Fire Control Components
- 1285 Fire Control Radar Equipment, except Airborne
- 1287 Fire Control Sonar Equipment
- 1290 Miscellaneous Fire Control Equipment
- 1305 Ammunition, through 30 mm
- 1310 Ammunition, over 30 mm up to 75 mm
- 1315 Ammunition, 75 mm through 125 mm
- 1320 Ammunition, over 125 mm
- 1325 Bombs
- 1330 Grenades
- 1336 Guided Missile Warheads and Explosive Components
- 1337 Guided Missile and Space Vehicle Explosive Propulsion Units, Solid Fuel; and Components
- 1338 Guided Missile and Space Vehicle Inert Propulsion Units, Solid Fuel; and Components.
- 1340 Rockets, Rocket Ammunition and Rocket Components
- 1345 Land Mines
- 1350 Underwater Mine Inert Components
- 1351 Underwater Mine Explosive Components
- 1355 Torpedo Inert Components
- 1356 Torpedo Explosive Components

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APPENDIX G (cont'd)

- 1360 Depth Charge Inert Components
- 1361 Depth Charge Explosive Components
- 1365 Military Chemical Agents
- 1370 Pyrotechnics
- 1375 Demolition Materials
- 1376 Bulk Explosives
- 1377 Cartridge and Propellant Actuated Devices and Components
- 1385 Surface Use Explosive Ordnance Disposal Tools and Equipment
- 1386 Underwater Use Explosive Ordnance Disposal and Swimmer Weapons Systems Tools and Equipment
- 1390 Fuzes and Primers
- 1395 Miscellaneous Ammunition
- 1398 Specialized Ammunition Handling and Servicing Equipment
- 1410 Guided Missiles
- 1420 Guided Missile Components
- 1425 Guided Missile Systems, Complete
- 1427 Guided Missile Subsystems
- 1430 Guided Missile Remote Control Systems
- 1440 Launchers, Guided Missile
- 1450 Guided Missile Handling and Servicing Equipment
- 1510 Aircraft, Fixed Wing
- 1520 Aircraft, Rotary Wing

- 1540 Gliders
- 1550 Drones
- 1560 Airframe Structural Components
- 1610 Aircraft Propellers and Components
- 1615 Helicopter Rotor Blades, Drive Mechanisms and Components.
- 1620 Aircraft Landing Gear Components
- 1630 Aircraft Wheel and Brake Systems
- 1650 Aircraft Hydraulic, Vacuum, and De-icing System Components
- 1660 Aircraft Air Conditioning, Heating, and Pressurizing Equipment
- 1670 Parachutes; Aerial Pick Up, Delivery, Recovery Systems; and Cargo Tie Equipment
- 1680 Miscellaneous Aircraft Accessories and Components
- 1710 Aircraft Landing Equipment.
- 1720 Aircraft Launching Equipment
- 1730 Aircraft Ground Servicing Equipment
- 1740 Airfield Specialized Trucks and Trailers
- 1810 Space Vehicles
- 1820 Space Vehicle Components
- 1830 Space Vehicle Remote Control Systems
- 1840 Space Vehicle Launchers
- 1850 Space Vehicle Handling and Servicing Equipment
- 1860 Space Survival Equipment
- 1905 Combat Ships and Landing Vessels
- 1910 Transport Vessels, Passenger and Troop
- 1915 Cargo and Tanker Vessels
- 1920 Fishing Vessels
- 1925 Special Service Vessels
- 1930 Barges and Lighters, Cargo
- 1935 Barges and Lighters, Special Purpose

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APPENDIX G (cont'd)

- 1940 Small Craft
- 1945 Pontoons and Floating Docks
- 1950 Floating Drydocks
- 1955 Dredges
- 1990 Miscellaneous Vessels
- 2010 Ship and Boat Propulsion Components
- 2020 Rigging and Rigging Gear
- 2030 Deck Machinery
- 2040 Marine Hardware and Hull Items
- 2050 Buoys
- 2060 Commercial Fishing Equipment
- 2090 Miscellaneous Ship and Marine Equipment
- 2210 Locomotives
- 2220 Rail Cars
- 2230 Right-of-Way Construction and Maintenance Equipment, Railroad
- 2240 Locomotive and Rail Car Accessories and Components
- 2250 Track Material, Railroad
- 2305 Ground Effect Vehicles
- 2310 Passenger Motor Vehicles
- 2320 Trucks and Truck Tractors, Wheeled
- 2330 Trailers

- 2340 Motorcycles, Motor Scooters, and Bicycles
- 2350 Combat, Assault, and Tactical Vehicles, Tracked
- 2410 Tractor, Full Tracked, Low Speed
- 2420 Tractors, Wheeled
- 2430 Tractors, Full Tracked, High Speed
- 2510 Vehicular Cab, Body, and Frame Structural Components
- 2520 Vehicular Power Transmission Components
- 2530 Vehicular Brake, Steering, Axle, Wheel, and Track Components.
- 2540 Vehicular Furniture and Accessories
- 2541 Weapons Systems Specific Vehicular Accessories
- 2590 Miscellaneous Vehicular Components
- 2610 Tires and Tubes, Pneumatic, Except Aircraft
- 2620 Tires and Tubes, Pneumatic, Aircraft
- 2630 Tires, Solid and Cushion
- 2640 Tire Rebuilding and Tire and Tube Repair Materials
- 2805 Gasoline Reciprocating Engines, Except Aircraft; and Components
- 2810 Gasoline Reciprocating Engines, Aircraft Prime Mover; and Components
- 2815 Diesel Engines and Components
- 2820 Steam Engines, Reciprocating; and Components
- 2825 Steam Turbines and Components
- 2830 Water Turbines and Water Wheels; and Components
- 2835 Gas Turbines and Jet Engines; Non-Aircraft Prime Mover, Aircraft Non-Prime Mover, and Components
- 2840 Gas Turbines and Jet Engines, Aircraft, Prime Moving; and Components
- 2845 Rocket Engines and Components
- 2850 Gasoline Rotary Engines and Components
- 2895 Miscellaneous Engines and Components
- 2910 Engine Fuel System Components, Nonaircraft
- 2915 Engine Fuel System Components, Aircraft and Missile Prime Movers

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APPENDIX G (cont'd)

- 2920 Engine Electrical System Components, Nonaircraft
- 2925 Engine Electrical System Components, Aircraft Prime Moving
- 2930 Engine Cooling System Components, Nonaircraft
- 2935 Engine System Cooling Components, Aircraft Prime Moving
- 2940 Engine Air and Oil Filters, Strainers, and Cleaners, Nonaircraft
- 2945 Engine Air and Oil Filters, Cleaners, Aircraft Prime Moving
- 2950 Turbosupercharger and components
- 2990 Miscellaneous Engine Accessories, Nonaircraft
- 2995 Miscellaneous Engine Accessories, Aircraft
- 3010 Torque Converters and Speed Changers
- 3020 Gears, Pulleys, Sprockets, and Transmission Chain
- 3030 Belting, Drive Belts, Fan Belts, and Accessories
- 3040 Miscellaneous Power Transmission Equipment
- 3110 Bearings, Antifriction, Unmounted
- 3120 Bearings, Plain, Unmounted
- 3130 Bearings, Mounted
- 3210 Sawmill and Planing Mill Machinery
- 3220 Woodworking Machines
- 3230 Tools and Attachments for Woodworking Machinery
- 3405 Saws and Filing Machines
- 3408 Machining Centers and Way-Type Machines

- 3410 Electrical and Ultrasonic Erosion Machines
- 3411 Boring Machines
- 3412 Broaching Machines
- 3413 Drilling and Tapping Machines
- 3414 Gear Cutting and Finishing Machines.
- 3415 Grinding Machines
- 3416 Lathe
- 3417 Milling Machines
- 3418 Planers and Shapers
- 3419 Miscellaneous Machine Tools
- 3422 Rolling Mills and Drawing Machines
- 3424 Metal Heat Treating and Non-Thermal Treating Equipment
- 3426 Metal Finishing Equipment
- 3431 Electric Arc Welding Equipment
- 3432 Electric Resistance Welding Equipment
- 3433 Gas Welding, Heat Cutting, and Metalizing Equipment
- 3436 Welding Positioners and Manipulators
- 3438 Miscellaneous Welding Equipment
- 3439 Miscellaneous Welding, Soldering, and Brazing Supplies and Accessories
- 3441 Bending and Forming Machines
- 3442 Hydraulic and Pneumatic Presses, Power Driven
- 3443 Mechanical Presses, Power Driven
- 3444 Manual Presses
- 3445 Punching and Shearing Machines
- 3446 Forging Machinery and Hammers
- 3447 Wire and Metal Ribbon Forming Machines
- 3448 Riveting Machines
- 3449 Miscellaneous Secondary Metal Forming and Cutting Machines

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APPENDIX G (cont'd)

- 3450 Machine Tools, Portable
- 3455 Cutting Tools for Machine Tools
- 3456 Cutting and Forming Tools for Secondary Metalworking Machinery
- 3460 Machine Tool accessories
- 3461 Accessories for Secondary Metalworking Machinery
- 3465 Production Jigs, Fixtures, and Templates
- 3470 Machine Shop Sets, Kits, and Outfits
- 3510 Laundry and Dry Cleaning Equipment
- 3520 Shoe Repairing Equipment
- 3530 Industrial Sewing Machines and Mobile Textile Repair Shops
- 3540 Wrapping and Packaging Machinery
- 3550 Vending and Coin Operated Machines
- 3590 Miscellaneous Service and Trade Equipment
- 3605 Food Products Machinery and Equipment
- 3610 Printing, Duplicating, and Bookbinding Equipment
- 3611 Industrial Marking Machines
- 3615 Pulp and Paper Industries Machinery
- 3620 Rubber and Plastics Working Machinery
- 3625 Textile Industries Machinery
- 3630 Clay and Concrete Products Industries Machinery
- 3635 Crystal and Glass Industries Machinery

- 3640 Tobacco Manufacturing Machinery
- 3645 Leather Tanning and Leather Working Industries Machinery
- 3650 Chemical and Pharmaceutical Products Manufacturing Machinery
- 3655 Gas Generating and Dispensing Systems, Fixed or Mobile
- 3660 Industrial Size Reduction Machinery
- 3670 Specialized Semiconductor, Microcircuit, and Printed Circuit Board Manufacturing Machinery
- 3680 Foundry Machinery, Related Equipment and Supplies
- 3685 Specialized Metal Container Manufacturing Machinery and Related Equipment
- 3690 Specialized Ammunition and Ordnance Machinery and Related Equipment
- 3693 Industrial Assembly Machines
- 3694 Clean Work Stations, Controlled Environment, and Related Equipment
- 3695 Miscellaneous Special Industry Machinery
- 3710 Soil Preparation Equipment
- 3720 Harvesting Equipment
- 3730 Dairy, Poultry, and Livestock Equipment
- 3740 Pest, Disease, and Frost Control Equipment
- 3750 Gardening Implements and Tools
- 3770 Saddlery, Harness, Whips, and Related Animal Furnishings
- 3805 Earth Moving and Excavating Equipment
- 3810 Cranes and Crane-Shovels
- 3815 Crane and Crane-Shovel Attachments
- 3820 Mining, Rock Drilling, Earth Boring, and Related Equipment
- 3825 Road Clearing, Cleaning, and Marking Equipment
- 3830 Truck and Tractor Attachments
- 3835 Petroleum Production and Distribution Equipment
- 3895 Miscellaneous Construction Equipment
- 3910 Conveyors
- 3915 Materials Feeders

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APPENDIX G (cont'd)

- 3920 Material Handling Equipment, Nonself-Propelled
- 3930 Warehouse Trucks and Tractors, Self-Propelled
- 3940 Blocks, Tackle, Rigging, and Slings
- 3950 Winches, Hoists, Cranes, and Derricks
- 3960 Freight Elevators
- 3990 Miscellaneous Materials Handling Equipment
- 4010 Chain and Wire Rope
- 4020 Fiber Rope, Cordage, and Twine
- 4030 Fittings for Rope, Cable, and Chain
- 4110 Refrigeration Equipment
- 4120 Air Conditioning Equipment
- 4130 Refrigeration and Air Conditioning Components
- 4140 Fans, Air Circulators, and Blower Equipment
- 4150 Vortex Tubes and Other Related Cooling Tubes
- 4210 Fire Fighting Equipment
- 4220 Marine Lifesaving and Diving Equipment
- 4230 Decontaminating and Impregnating Equipment
- 4235 Hazardous Material Spill Containment and Clean-up Equipment and Material
- 4240 Safety and Rescue Equipment
- 4250 Recycling and Reclamation Equipment
- 4310 Compressors and Vacuum Pumps

- 4320 Power and Hand Pumps
- 4330 Centrifugals, Separators, and Pressure and Vacuum Filters
- 4410 Industrial Boilers
- 4420 Heat Exchangers and Steam Condensers
- 4430 Industrial Furnaces, Kilns, Lehrs, and Ovens
- 4440 Driers, Dehydrators, and Anhydrators
- 4460 Air Purification Equipment
- 4470 Nuclear Reactors
- 4510 Plumbing Fixtures and Accessories
- 4520 Space and Water Heating Equipment
- 4530 Fuel Burning Equipment Units
- 4540 Waste Disposal Equipment
- 4610 Water Purification Equipment
- 4620 Water Distillation Equipment, Marine and Industrial
- 4630 Sewage Treatment Equipment
- 4710 Pipe, Tube and Rigid Tubing
- 4720 Hose and Flexible Tubing
- 4730 Hose, Pipe, Tube, Lubrication, and Railing Fittings
- 4810 Valves, Powered
- 4820 Valves, Nonpowered
- 4910 Motor Vehicle Maintenance and Repair Shop Specialized Equipment
- 4920 Aircraft Maintenance and Repair Shop Specialized Equipment
- 4921 Torpedo Maintenance, Repair, and Checkout Specialized Equipment
- 4923 Depth Charges and Underwater Mines Maintenance, Repair, and Checkout Specialized Equipment
- 4925 Ammunition Maintenance, Repair, and Checkout Specialized Equipment
- 4927 Rocket Maintenance, Repair and Checkout Specialized Equipment
- 4930 Lubrication and Fuel Dispensing Equipment
- 4931 Fire Control Maintenance and Repair Shop Specialized Equipment

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APPENDIX G (cont'd)

- 4933 Weapons Maintenance and Repair Shop Specialized Equipment
- 4935 Guided Missile Maintenance, Repair, and Checkout Specialized Equipment
- 4940 Miscellaneous Maintenance and Repair Shop Specialized Equipment
- 4960 Space Vehicle Maintenance, Repair, and Checkout Specialized Equipment
- 4970 Multiple Guided Weapons, Specialized Maintenance and Repair Shop Equipment
- 5110 Hand Tools, Edged, Nonpowered
- 5120 Hand Tools, Nonedged, Nonpowered
- 5130 Hand Tools, Power Driven
- 5133 Drill Bits, Counterbores, and Countersinks: Hand and Machine
- 5136 Taps, Dies, and Collets; Hand and Machine
- 5140 Tool and Hardware Boxes
- 5180 Sets, Kits, and Outfits of Hand Tools
- 5210 Measuring Tools, Craftsmen's
- 5220 Inspection Gages and Precision Layout Tools
- 5280 Sets, Kits, and Outfits of Measuring Tools
- 5305 Screws
- 5306 Bolts
- 5307 Studs
- 5310 Nuts and Washers
- 5315 Nails, Machine Keys, and Pins
- 5320 Rivets

- 5325 Fastening Devices
- 5330 Packing and Gasket Materials
- 5331 O-Ring
- 5335 Metal Screening
- 5340 Hardware, Commercial
- 5341 Brackets
- 5342 Hardware, Weapon System
- 5345 Disks and Stones, Abrasive
- 5350 Abrasive Materials
- 5355 Knobs and Pointers
- 5360 Coil, Flat, Leaf, and Wire Springs
- 5365 Bushings, Rings, Shims, and Spacers
- 5410 Prefabricated and Portable Buildings
- 5411 Rigid Wall Shelters
- 5419 Collective Modular Support System
- 5420 Bridges, Fixed and Floating
- 5430 Storage Tanks
- 5440 Scaffolding Equipment and Concrete Forms
- 5445 Prefabricated Tower Structures
- 5450 Miscellaneous Prefabricated Structures
- 5510 Lumber and Related Basic Wood Materials
- 5520 Millwork
- 5530 Plywood and Veneer
- 5610 Mineral Construction Materials, Bulk
- 5620 Tile, Brick and Block
- 5630 Pipe and Conduit, Nonmetallic
- 5640 Wallboard, Building Paper, and Thermal Insulation Materials
- 5650 Roofing and Siding Materials

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APPENDIX G (cont'd)

- 5660 Fencing, Fences, Gates and Components
- 5670 Building Components, Prefabricated
- 5675 Nonwood Construction Lumber and Related Materials
- 5680 Miscellaneous Construction Materials
- 5805 Telephone and Telegraph Equipment
- 5810 Communications Security Equipment and Components
- 5811 Other Cryptologic Equipment and Components
- 5815 Teletype and Facsimile Equipment
- 5820 Radio and Television Communication Equipment, Except Airborne
- 5821 Radio and Television Communication Equipment, Airborne
- 5825 Radio Navigation Equipment, Except Airborne
- 5826 Radio Navigation Equipment, Airborne
- 5830 Intercommunication and Public Address Systems, Except Airborne
- 5831 Intercommunication and Public Address Systems, Airborne
- 5835 Sound Recording and Reproducing Equipment
- 5836 Video Recording and Reproducing Equipment
- 5840 Radar Equipment, Except Airborne
- 5841 Radar Equipment, Airborne
- 5845 Underwater Sound Equipment
- 5850 Visible and Invisible Light Communication Equipment
- 5855 Night Vision Equipment, Emitted and Reflected Radiation

5860 Stimulated Coherent Radiation Devices, Components, and Accessories
 5865 Electronic Countermeasures, Counter-Countermeasures and Quick Reaction Capability Equipment
 5895 Miscellaneous Communication Equipment
 5905 Resistors
 5910 Capacitors
 5915 Filters and Networks
 5920 Fuses, Arrestors, Absorbers, and Protectors
 5925 Circuit Breakers
 5930 Switches
 5935 Connectors, Electrical
 5940 Lugs, Terminals, and Terminal Strips
 5945 Relays and Solenoids
 5950 Coils and Transformers
 5955 Oscillators and Piezoelectric Crystals
 5960 Electron Tubes and Associated Hardware
 5961 Semiconductor Devices and Associated Hardware
 5962 Microcircuits, Electronic
 5963 Electronic Modules
 5965 Headsets, Handsets, Microphones and Speakers
 5970 Electrical Insulators and Insulating Materials
 5975 Electrical Hardware and Supplies
 5977 Electrical Contact Brushes and Electrodes
 5980 Optoelectronic Devices and Associated Hardware
 5985 Antennas, Waveguides, and Related Equipment
 5990 Synchros and Resolvers
 5995 Cable, Cord, and Wire Assemblies: Communication Equipment
 5996 Amplifiers
 5998 Electrical and Electronic assemblies, Boards, Cards, and Associated Hardware

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APPENDIX G (cont'd)

5999 Miscellaneous Electrical and Electronic Components
 6010 Fiber Optic Conductors
 6015 Fiber Optic Cables
 6020 Fiber Optic Cable Assemblies and Harnesses
 6021 Fiber Optic Switches
 6030 Fiber Optic Devices
 6032 Fiber Optic Light Sources and Photo Detectors
 6035 Fiber Optic Light Transfer and Image Transfer Devices
 6060 Fiber Optic Interconnectors
 6070 Fiber Optic Accessories and Supplies
 6080 Fiber Optic Kits and Sets
 6099 Miscellaneous Fiber Optic Components
 6105 Motors, Electrical
 6110 Electrical Control Equipment
 6115 Generators and Generator Sets, Electrical
 6116 Fuel Cell Power Units, Components, and Accessories
 6117 Solar Electric Power Systems
 6120 Transformers: Distribution and Power Station
 6125 Converters, Electrical, Rotating
 6130 Converters, Electrical, Nonrotating
 6135 Batteries, Nonrechargeable

6140 Batteries, Rechargeable
6145 Wire and Cable, Electrical
6150 Miscellaneous Electric Power and Distribution Equipment
6160 Miscellaneous Battery Retaining Fixtures and Liners
6210 Indoor and Outdoor Electric Lighting Fixtures
6220 Electric Vehicular Lights and Fixtures
6230 Electric Portable and Hand Lighting Equipment
6240 Electric Lamps
6250 Ballasts, Lampholders, and Starters
6260 Nonelectrical Lighting Fixtures
6310 Traffic and Transit Signal Systems
6320 Shipboard Alarm and Signal Systems
6330 Railroad Signal and Warning Devices
6340 Aircraft Alarm and Signal Systems
6350 Miscellaneous Alarm, Signal, and Security Detection Systems
6505 Drugs and Biologicals
6508 Medicated Cosmetics and Toiletries
6510 Surgical Dressing Materials
6515 Medical and Surgical Instruments, Equipment, and Supplies
6520 Dental Instruments, Equipment, and Supplies
6525 X-ray Equipment and Supplies: Medical, Dental, Veterinary
6530 Hospital Furniture, Equipment, Utensils, and Supplies
6532 Hospital and Surgical Clothing and Related Special Purpose Items
6540 Ophthalmic Instruments, Equipment, and Supplies
6545 Replenishable Field Medical Sets, Kits, and Outfits
6550 In Vitro Diagnostic Substances, Reagents, Test Kits and Sets
6605 Navigational Instruments
6610 Flight Instruments

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APPENDIX G (cont'd)

6615 Automatic Pilot Mechanisms and Airborne Gyro Components
6620 Engine Instruments
6625 Electrical and Electronic Properties Measuring and Testing Instruments
6630 Chemical Analysis Instruments
6635 Physical Properties Testing and Inspection
6636 Environmental Chambers and Related Equipment
6640 Laboratory Equipment and Supplies
6645 Time Measuring Instruments
6650 Optical Instruments, Test Equipment, Components and Accessories
6655 Geophysical Instruments
6660 Meteorological Instruments and Apparatus
6665 Hazard-Detecting Instruments and Apparatus
6670 Scales and Balances
6675 Drafting, Surveying, and Mapping Instruments
6680 Liquid and Gas Flow, Liquid Level, and Mechanical Motion Measuring Instruments
6685 Pressure, Temperature, and Humidity Measuring and Controlling Instruments
6695 Combination and Miscellaneous Instruments
6710 Cameras, Motion Picture
6720 Cameras, Still Picture
6730 Photographic Projection Equipment
6740 Photographic Developing and Finishing Equipment

6750 Photographic Supplies
6760 Photographic Equipment and Accessories
6770 Film, Processed
6780 Photographic Sets, Kits, and Outfits
6810 Chemicals
6820 Dyes
6830 Gases: Compressed and Liquefied
6840 Pest Control Agents and Disinfectants
6850 Miscellaneous Chemical Specialties
6910 Training Aids
6920 Armament Training Devices
6930 Operation Training Devices
6940 Communication Training Devices
7010 ADPE System Configuration
7020 ADP Central Processing Unit (CPU, Computer), Analog
7021 ADP Central Processing Unit (CPU, Computer), Digital
7022 ADP Central Processing Unit (CPU, Computer), Hybrid
7025 ADP Input/Output and Storage Devices
7030 ADP Software
7035 ADP Support Equipment
7040 Punched Card Equipment
7042 Mini and Micro Computer Control Devices
7045 ADP Supplies
7050 ADP Components
7105 Household Furniture
7110 Office Furniture
7125 Cabinets, Lockers, Bins, and Shelving
7195 Miscellaneous Furniture and Fixtures

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APPENDIX G (cont'd)

7210 Household Furnishings
7220 Floor Coverings
7230 Draperies, Awnings, and Shades
7240 Household and Commercial Utility Containers
7290 Miscellaneous Household and Commercial Furnishings and Appliances
7310 Food Cooking, Baking, and Serving Equipment
7320 Kitchen Equipment and Appliances
7330 Kitchen Hand Tools and Utensils
7340 Cutlery and Flatware
7350 Tableware
7360 Sets, Kits, Outfits and Modules, Food Preparation and Serving
7420 Accounting and Calculating Machines
7430 Typewriters and Office Type Composing Machines
7435 Office Information System Equipment
7450 Office Type Sound Recording and Reproducing Machines
7460 Visible Record Equipment
7490 Miscellaneous Office Machines
7510 Office Supplies
7520 Office Devices and Accessories
7530 Stationery and Record Forms
7540 Standard Forms

- 7610 Books and Pamphlets
- 7630 Newspapers and Periodicals
- 7640 Maps, Atlases, Charts, and Globes
- 7641 Aeronautical Maps, Charts and Geodetic Products
- 7642 Hydrographic Maps, Charts and Geodetic Products
- 7643 Topographic Maps, Charts and Geodetic Products
- 7644 Digital Maps, Charts and Geodetic Products
- 7650 Drawings and Specifications
- 7660 Sheet and Book Music
- 7670 Microfilm, Processed
- 7690 Miscellaneous Printed Matter
- 7710 Musical Instruments
- 7720 Musical Instrument Parts and Accessories
- 7730 Phonographs, Radios, and Television Sets: Home Type
- 7740 Phonograph Records
- 7810 Athletic and Sporting Equipment
- 7820 Games, Toys, and Wheeled Goods
- 7830 Recreational and Gymnastic Equipment
- 7910 Floor Polishers and Vacuum Cleaning Equipment
- 7920 Brooms, Brushes, Mops, and Sponges
- 7930 Cleaning and Polishing Compounds and Preparations
- 8010 Paints, Dopes, Varnishes, and Related Products
- 8020 Paint and Artists' Brushes
- 8030 Preservative and Sealing Compounds
- 8040 Adhesives
- 8105 Bags and Sacks
- 8110 Drums and Cans
- 8115 Boxes, Cartons, and Crates

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APPENDIX G (cont'd)

- 8120 Commercial and Industrial Gas Cylinders
- 8125 Bottles and Jars
- 8130 Reels and Spools
- 8135 Packaging and Packing Bulk Materials
- 8140 Ammunition and Nuclear Ordnance Boxes, Packages and Special Containers
- 8145 Specialized Shipping and Storage Containers
- 8305 Textile Fabrics
- 8310 Yarn and Thread
- 8315 Notions and Apparel Findings
- 8320 Padding and Stuffing Materials
- 8325 Fur Materials
- 8330 Leather
- 8335 Shoe Findings and Soling Materials
- 8340 Tents and Tarpaulins
- 8345 Flags and Pennants
- 8405 Outerwear, Men's
- 8410 Outerwear, Women's
- 8415 Clothing, Special Purpose
- 8420 Underwear and Nightwear, Men's
- 8425 Underwear and Nightwear, Women's
- 8430 Footwear, Men's

- 8435 Footwear, Women's
- 8440 Hosiery, Handwear, and Clothing Accessories, Men's
- 8445 Hosiery, Handwear, and Clothing Accessories, Women's
- 8450 Children's and Infants' Apparel and Accessories
- 8455 Badges and Insignia
- 8460 Luggage
- 8465 Individual Equipment
- 8470 Armor, Personal
- 8475 Specialized Flight Clothing and Accessories
- 8510 Perfumes, Toilet Preparations, and Powders
- 8520 Toilet Soap, Shaving Preparations, and Dentifrices
- 8530 Personal Toiletry Articles
- 8540 Toiletry Paper Products
- 8710 Forage and Feed
- 8720 Fertilizers
- 8730 Seeds and Nursery Stock
- 8810 Live Animals, Raised for Food
- 8820 Live Animals, Not Raised for Food
- 8905 Meat, Poultry, and Fish
- 8910 Dairy Foods and Eggs
- 8915 Fruits and Vegetables
- 8920 Bakery and Cereal Products
- 8925 Sugar, Confectionery, and Nuts
- 8930 Jams, Jellies, and Preserves
- 8935 Soups and Bouillons
- 8940 Special Dietary Foods and Food Specialty Preparations
- 8945 Food, Oils and Fats
- 8950 Condiments and Related Products

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APPENDIX G (cont'd)

- 8955 Coffee, Tea, and Cocoa
- 8960 Beverages, Nonalcoholic
- 8965 Beverages, Alcoholic
- 8970 Composite Food Packages
- 8975 Tobacco Products
- 9110 Fuels, Solid
- 9130 Liquid Propellants and Fuels, Petroleum Base
- 9135 Liquid Propellant Fuels and Oxidizers, Chemical Base
- 9140 Fuel Oils
- 9150 Oils and Greases: Cutting, Lubricating, and Hydraulic
- 9160 Miscellaneous Waxes, Oils, and Fats
- 9310 Paper and Paperboard
- 9320 Rubber Fabricated Materials
- 9330 Plastics Fabricated Materials
- 9340 Glass Fabricated Materials
- 9350 Refractories and Fire Surfacing Materials
- 9390 Miscellaneous Fabricated Nonmetallic Materials
- 9410 Crude Grades of Plant Materials
- 9420 Fibers: Vegetable, Animal, and Synthetic
- 9430 Miscellaneous Crude Animal Products, Inedible
- 9440 Miscellaneous Crude Agricultural and Forestry Products

9450 Nonmetallic Scrap, Except Textile
9505 Wire, Nonelectrical
9510 Bars and Rods
9515 Plate, Sheet, Strip, Foil, and Leaf
9520 Structural Shapes
9525 Wire, Nonelectrical, Nonferrous Base Metal
9530 Bars and Rods, Nonferrous Base Metal
9535 Plate, Sheet, Strip, and Foil; Nonferrous Base Metal
9540 Structural Shapes, Nonferrous Base Metal
9545 Plate, Sheet, Strip, Foil, and Wire: Precious Metal
9610 Ores
9620 Minerals, Natural and Synthetic
9630 Additive Metal Materials
9640 Iron and Steel Primary and Semifinished Products
9650 Nonferrous Base Metal Refinery and Intermediate Forms
9660 Precious Metals Primary Forms
9670 Iron and Steel Scrap
9680 Nonferrous Scrap
9905 Signs, Advertising Displays, and Identification Plates
9910 Jewelry
9915 Collectors' and/or Historical Items
9920 Smokers' Articles and Matches
9925 Ecclesiastical Equipment, Furnishings, and Supplies
9930 Memorials; Cemeterial and Mortuary Equipment and Supplies
9999 Miscellaneous Items